

St. John Lutheran School Eagles Landing Child Care Program

Parent Handbook 2024-2025

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Welcome to Eagles Landing

(Child Care Program)

1. WELCOME

Welcome to our Eagles Landing Child Care. We are honored and privileged to accept the trust your family has placed in us to guide and enrich your child's academic and social experiences.

2. HANDBOOK'S PURPOSE

The purpose of this handbook is to provide valuable information regarding St. John Lutheran, Eagles Landing Child Care program. Parents are expected to read through this document to learn the background of the program and the various policies and procedures in more detail. This handbook does not serve as a contract binding the school in any way. Also, the handbook is subject to change without notice by the school's administration. If you have any questions after reading this handbook, please contact the Director.

3. HISTORY

The members of St. John Lutheran Church have placed an emphasis on Christian education for both its members and community, from early childhood through adult education, since the foundation of the church and school in 1864. The former St. John church sanctuary and its school from the 1800's are still presently seen across the street. The congregation continues to support this critical service as a part of Christ's Great Commission to "teach them to observe all that I have commanded you." (Matthew 28:20)

4. ST. JOHN CHURCH AND SCHOOL STATEMENT OF BELIEF

All preaching and teaching at St. John Lutheran Church and School is based on Holy Scripture, God's inspired Word to us, and the Lutheran confessions. From Scripture, the Lutheran Church – Missouri Synod and St. John Church and School base the teachings we believe, teach and confess. The following beliefs and teachings define the position for employment and instruction at St. John, Fraser.

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (Gen. 1:26-27). Rejection of one's biological sex is a rejection of the image of God within that person.

We believe that the term marriage has only one meaning; the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Gen. 2: 18-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Cor. 6:18; 7: 2-5; Heb. 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God (Matt. 15; 18-20; 1Cor. 6:9-10)

We believe that in order to preserve the function and integrity of St. John Lutheran Church and School as the local Body of Christ, and to provide a biblical role model to the St. John members and community, it is imperative that all persons employed by St. John in any capacity, or who serve as volunteers, agree to and abide by this statement on marriage, gender and sexuality (Matt, 5:16; Phil 2: 14-16; 1 Thess. 5:22).

We believe that God offers redemption and restoration to all who confess and forsake their sins, seeking His mercy and forgiveness through Jesus Christ (Acts 3: 19-21; Rom. 10: 9-10; 1 Cor. 6:9-11).

We believe that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of St. John Lutheran Church.

We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage of

condition from conception through natural death. We are therefore called to defend, protect, and value all human life (Ps. 139).

5. ST. JOHN STATEMENT OF MISSION

"St. John Lutheran School is committed to teaching the Gospel, providing exemplary education, and promoting opportunities to learn, serve, and grow in Christ."

6. NOTICE OF NONDISCRIMINATORY POLICY AS TO STUDENTS

St. John Lutheran School, Fraser admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

7. ADMINISTRATION

The final authority in the control of St. John School rests in the Voters' Assembly. To carry out the philosophy and objectives of the school, the Voter's Assembly elects a Christian Day School Board (CDSB) to supervise the functions of the school. Major changes in the school are carried out only with the approval of the Board and the Congregation.

The pastor serves as shepherd and overseer of the school in the same capacity as he does over all the other agencies of the church by virtue of the authority vested in him by the congregation through his call.

The principal of the school acts as executive officer, and with the help of the faculty, suggests changes and policies for the improvement and welfare of the school. It is the principal's obligation to see to it that the policies of the Christian Day School Board and congregation are carried out.

8. ACCREDITATION

St. John Lutheran School is one of over 800 Missouri Synod Lutheran Elementary Schools in North America and one of 95 in the state of Michigan. These schools collaborate together by attending regular teacher's conferences, principal workshops, and are coordinated by the office of the Superintendent of Schools in the Michigan District of the LCMS, Ann Arbor Michigan.

St John Lutheran School is administered according to the State of Michigan's required standards of elementary education. Accreditation has been received by the Michigan District of the LCMS. Teaching personnel are certified by the State of Michigan.

9. EAGLES LANDING CHILD CARE MISSION STATEMENT

We serve the families of St. John by providing a safe, caring and comfortable environment for the children to report to before and after school. As well as a place for toddlers and preschool students to learn and grow in Christ throughout the day. The goal in the Eagles Landing Child Care Program is to teach children to be caring, compassionate, helpful Christians. We meet this goal by modeling to them and guiding them in making behavior choices that are pleasing to God.

10. PHILOSOPHY

With God as our foundation it is the intent of the program to add to and strengthen the kind of care and guidance provided by parents. Eagles Landing provides the child with experiences that encourage healthy spiritual, emotional, intellectual, physical, and social growth.

The program provides three essentials for quality care for the school-age and toddler children::

- 1.) **Supervision-** Trained personnel provide gentle, supervised care;

- 2.) **Security**-Children have a safe, dependable environment in which to report;
- 3.) **Stimulation**-A daily program provides a variety of activities and experiences, which are geared to facilitate the child's social, emotional, physical, intellectual, and spiritual development.

11. ATMOSPHERE

Eagles Landing tries to create a homelike atmosphere, while maintaining a structured and safe environment. The children are offered choices in their activities as they might at home. The children have the opportunity to do their homework after school in a quieter area of the Eagles Landing room.

12. STATE LICENSING

Our program is licensed by the State of Michigan. The State of Michigan, Family Independence Agency can be contacted at www.michigan.gov/fia

13. LICENSING NOTEBOOK

We maintain a licensing notebook:

1. The licensing notebook contains all the licensing inspection and special investigation reports and related corrective action plans for the last 5 years.
2. The licensing notebook is available to parents during regular business hours.
3. Licensing inspection reports, special investigation reports, and corrective action plans from at least the past 3 years are available on the department's child care licensing website at www.michigan.gov/michildcare.

14. ENROLLMENT

1. **ELIGIBILITY**- Students enrolled in St. John school, from preschool through grade eight, as well as any community members are eligible to register in the Eagles Landing Child Care program
2. **REGISTRATION**: Pre-registration is necessary and involves the following:
 - A. Completing the Child Information Card provided by Family Independent Agency (FIA). - All boxes must be filled out, if they do not apply to you please mark it with "Unknown", or "None". A blank field, a line through a field or "N/A" are not acceptable responses.
 - B. All children must have a health form – including immunizations on file at the school
 - C. Discipline Acknowledgment Form – Statement acknowledging that you have read and gone over the program's discipline policies with your child. See items (33-35)
 - D. Computer Form – Additional information needed for the computer program.
 - E. Parent Handbook Confirmation of Receipt:-Statement acknowledging reading and understanding the Parent Handbook
 - F. Registration Fee - Pay the annual registration fee, per family, per year.

15. HOURS OF OPERATION

Eagles Landing Child Care program opens at 6:30am and closes at 6:00pm, Monday through Friday. There are fees charged for staying too late. Please refer to the Late Child Pick-Up below. Eagles Landing is OPEN on all half days of school except the first and last day of school. Each child should bring in a sack lunch on half days unless otherwise informed. Eagles Landing will be closed on all days the school is closed unless otherwise informed. These days include holidays, vacations, and snow days. Eagles Landing is also CLOSED on the FIRST and LAST DAY of the school year. The last day will be used to close out any unpaid accounts.

16. FINANCIAL RESPONSIBILITIES

1. TUITION

- A. \$6.00 per hour per child (up to 6 hours)
- B. Before school (6:30 - 7:45) \$6.00 per child.
- C. \$43.00 per day (6 or more hours) per child.
- D. \$7.00 per hour for drop-ins (any child).
- E. Eagles Landing charges by the hour, for each child signed into the program.

3. REGISTRATION FEE - there is a \$70.00 (non-refundable) annual fee due upon registration for each family.

4. WEEKLY BILLING - Eagles Landing is self-supporting and relies solely on revenue generated from the program to operate. Please make payments on time. If this presents a difficulty for you please call the director, at **(586) 293-4337**. Please keep in mind that childcare is here for your convenience.

The following are the programs billing policies:

- A. You are billed on a weekly basis.
 - B. You are responsible to check your balance on Brightwheel every Monday afternoon.
 - C. You are responsible to pay your bill by the time the next bill comes out. Make checks payable to **St. John Eagles Landing**.
 - D. An overdue balance on your account may lead to your child being disenrolled from the program, which could potentially lose your space in our program.
 - E. There is a \$25.00 fee for any check returned for insufficient funds.
5. We participate in payments from Family Independent Agency (FIA) and the State of Michigan Child and Development and Care (CDC). If you qualify, you are responsible for anything not paid by FIA or CDC. It is your responsibility to contact the FIA or CDC for qualification and payments.
6. We reserve the right to change any rates at any time after informing the parents.

17. ATTENDANCE

Parents are asked to contact Eagles Landing if their child will be arriving late or not attending a day. You must call or send a Brightwheel message to our Director, Meghan Paruszkiewicz, (before the opening of that day) if your child will not be attending this previously scheduled day. This will enable Eagles Landing to more effectively maintain appropriate ratios and help the caregivers effectively plan for the day. In addition we will know that the child is safe and there is no need for concern. For children who attend on a varied schedule, you must request your days as far in advance as possible. Our space is limited and we will take varied schedules on a first come first served basis. You must get your days approved by Mrs. Paruszkiewicz. If a prior request is not made, you will be charged a drop-in fee of \$7.00 per hour instead of your regular tuition rate

18. LATE CHILD PICK-UP

We would like to emphasize the importance of picking up your child on time. This is very important to your child; as he/she becomes very worried if they are not picked up on time. Also the caregiver on duty may have appointments immediately following their shift. Please contact Eagle Landing at (586) 293-4337 if you are aware you will be late picking up your child.

There is a minimum \$3.00 late charge for every 5 minutes that each child is left in Eagles Landing after the 6:00PM closing time. All measurements of time are to be according to the Eagles Landing computer.

A child can be dismissed from the program should the child be picked up late more than three times in a month. It is the parent's responsibility to ensure that someone (either a parent or emergency/alternate pick-up person) is available to pick up the child on time.

19. DROP-INS

A drop-in is any child not registered in the program, or a child who is attending on a non-scheduled day. If a child is not picked up by 3:05pm and/or 10 minutes after his/her extracurricular activity has ended, he or she will be placed into the Eagles Landing Child Care program as room permits. The parent will then be charged \$7.00 per hour per child, with a minimum of one half-hour charge regardless if your child is there 5 minutes or 30 minutes. If your child is a "drop-in" more than once in the year you will automatically be charged a registration fee of \$70.00 per family.

20. ARRIVAL AND CHECK OUT PROCEDURES

When picking up your child at the end of the day, you are required to sign your child out. Before leaving with your child, you must make sure that a caregiver sees you leave. We do head counts every half hour and if we do not see you, we will be looking for your child at the next headcount. Also, if a parent fails to sign their child/children, we will be forced to estimate your time of arrival/departure.

All children must be accompanied by an adult when arriving in the morning, that adult is responsible for checking the child in. At the end of the day, the pick-up person must come into the building to get their child regardless of age.

Upon arrival with your child, is the best time to discuss any special instructions or needs for your child. These special instructions include but are not limited to: early pick up, alternate pick up person, health issues over the previous night which need to be observed and/or any general issues of concern which the child care providers should be aware of to best meet the needs of your child throughout the day.

We understand arrival and pick up can be a hectic time of the day and you may be rushed. Please keep in mind that the above procedures are for the best interest of your child/children. In addition, we ask that you take particular care driving in the parking lot, and that you require your child to hold your hand while walking through the parking lot. Our children are precious and we do not want any accidents.

So that we are able to keep in compliance with licensing regulations concerning ratio, you will need to take your child with you once they are checked out.

21. RELEASING CHILDREN

The Eagles Landing Child Care program cannot release a child to anyone whose name is not on your child's information card. If someone must pick up your child who is not on the card, you must send the name in writing or in an emergency, call the caregiver on duty.

Children may only be picked up by an adult 18 years or older. In the event a parent needs a minor to pick up their child, they must fill out a form stating they (the parent) will assume responsibility for their minor child and St. John church and school will not be held liable in allowing a minor to pick up their child.

Please be advised, we will ask for picture Identification of unfamiliar adults. Please do not be offended if we ID you. We do this for your child's safety. Safety of the children is our number one priority.

The staff at Eagles Landing will contact local police and/or the other custodial parent should a parent appear to the staff to be under the influence of drugs and/or alcohol. The parent's right to immediate access does not permit the program from denying a custodial parent access to their child even if the parent is or appears to be impaired. However, Eagles Landing staff will delay the impaired parent as long as possible, while contacting the other parent, the local police and Child Protective Services.

If it is a parent, after doing the above, the caregiver will:

- a. Ask to call someone else, to pick them up.
- b. If not, offer to drive them home at the close of their shift.

If not, tell them that if they insist on driving the child home they will call the police when they leave and give their license plate number, and a description of their car.

If they take the child, they will call the police the minute they leave and tell the police the circumstances and give their license plate number.

If it is someone picking up for the parent, who appears to be under the influence of drugs and/or alcohol they will be denied access to the child. The staff of Eagles Landing will contact the child's parents and insist they or someone listed on the child's information card, pick up their child. At which time the parent must make other arrangements for their child to be picked up by the close of the program on that day.

22. SEPARATION ANXIETY

Some children exhibit separation anxiety when it is time for their parents to leave. Eagles Landing Child Care believes it is best for the parents and child to develop a consistent routine for parental departure. (An example would be telling the child upon arrival that after all of the child's things are put away, the parent will kiss, hug and say goodbye to the child. This will prepare the child for their departure.) The employee present will comfort and assist the child through the anxious time. It is best to stick to the agreed upon plan even when the child is exhibiting signs of distress.

In some cases you may leave one of your personal belongings that will assure your child you will be back to pick them up.

23. DAILY SCHEDULE

Our daily Eagles Landing schedule is posted on our parent board. We will make adjustments/changes to the schedule as needed.

24. PRESCHOOL AND YOUNG-5 PARENTS

1. If your child will not be attending Eagles Landing on a day he/she is scheduled to attend, please inform Eagles Landing as soon as possible. If we are not informed you will be charged a \$5.00 fee.
2. If your child will be eating hot lunch please fill out a lunch calendar with the meals your child will be eating from the cafeteria for the month, or you can fill out the lunch sheet each morning. If you wish to make changes to an already submitted lunch schedule, let us know by 8am the day of the meal so we have enough time to notify the kitchen of the change.
3. If we are not informed that a child needs a hot lunch, none will be prepared for them. In this case your child will be allowed to eat from the salad bar, but not get a hot lunch. You will, however, be charged for a hot lunch. IT IS YOUR RESPONSIBILITY TO LET US KNOW WHEN YOUR CHILD WILL NEED A HOT LUNCH!
4. In fairness to your child we will not allow them to sit through lunch without eating. If your child arrives without a lunch, or if you are late picking them up from preschool or young fives, we will allow your child to get something to eat from the salad bar. Your account will be charged for a hot lunch. This will happen regardless of the time you pick them up. TIP: if your child is a picky eater you may want to send a nutritious sack lunch, rather than purchasing a lunch. The children are not permitted to have carbonated drinks. Juice boxes or water bottles are a better choice. You may also purchase milk to go with your sack lunch.
5. Sippy cups are not permitted. If you will be providing your child with a drink, it needs to be in a thermos, juice bag or box.
6. You MUST supply a blanket, crib sheet, a small pillow and if a small stuffed animal for your child to use during quiet time marked with their name.
7. A change of clothes should be left in their backpack in case of an accident or art mishap.

25. QUIET TIME

The state of Michigan requires us to provide a quiet time (nap/rest) each day for any child who attends Eagles Landing Child Care more than 5 hours per day. We provide this on a daily basis in the AM and PM. In the morning we have a quiet resting/story time. In the afternoon we have a full hour long rest period. Each child who attends between 8:00-3:00 must bring in a blanket (with their name marked on it) and a crib sheet. This blanket and crib sheet will stay in the classroom, for their use during quiet time and needs to be taken home each weekend to be laundered.

26. ILLNESS

Eagles Landing Child Care follows the Michigan Department of Community Health's communicable disease reference chart. A copy of this chart is on file with the Eagles Landing Director.

If a child, staff member or volunteer becomes ill while at school, they will be sent home to prevent further spread of the illness. If children become ill while in care, the child will be separated from the group to prevent further spread of the illness to other children.

Parents are required to pick up an ill child within 45 minutes of notification by phone. If a parent is reached but cannot pick up their child within 45 minutes, it becomes the parent's responsibility to arrange for alternate pickup with someone listed on the Child Information Card. The staff will not continue to call those listed on the information card once a parent is reached. If a parent cannot be reached, the staff will begin to call people listed on the information card, until arrangements can be made for the child to be picked up.

Children will be excluded from participation in the program if they exhibit symptoms of any communicable disease. They will not be permitted to return to the program until they are no longer contagious. Guidelines for determining the contagious period for a specific illness are based on the recommendations of the Michigan Department of Community Health's communicable disease reference chart. Parents are required to present a note from the child's doctor stating they are no longer contagious and can return to the program. Eagles Landing reserves the right to refuse to allow a child to return if the director believes the child to be too ill to participate in the program.

Children excluded from the program due to a fever may not return to the program until they are fever free, without fever reducing medication, **for 24 hours**. If your child is sent home due to a fever, he/she is not permitted to return to the program the following day at a minimum. A fever is defined as a temperature reading on a thermometer of at least 100 degrees Fahrenheit or more as taken under the arm.

Children are required to be excluded from the program for loose bowels or diarrhea that occur 3 or more times in a 24 hour period of time. Children may return to the program when normal bowel movements resume.

If your child will be absent due to illness, we request that you notify Eagles Landing. This enables our staff to keep track of any illnesses, which may occur in our school. This information will only be shared with staff on a "need to know" basis. If your child has a communicable disease, we ask that you share the diagnosis with Eagles Landing so that the parents of the other children in the program may be notified that a communicable disease is present. Once again, only communicable disease information will be shared. Eagles Landing will take all measures necessary to protect your child's confidentiality.

It is important that each child in our program arrives in good health for his/her own comfort and the welfare of the other children.

Keep your child at home for one or all of the following:

- A. If he/she has a fever of 100 degrees or above.
- B. If he/she has not been **free** of a fever **for 24 hours without the use of medication**.
- C. If he/she has a constant cough.
- D. If he/she has symptoms of possible communicable disease.
- E. If he/she is experiencing diarrhea or loose bowels 3 times within a 24 hour period of time.
- F. If he/she has vomited within the past **24 hours**.

Please notify us at once if your child has a communicable disease.

We have all ages that attend our program. If your child is contagious, it may affect the entire school, not only his or her grade.

Please be considerate and follow these health guidelines.

27. DISPENSING MEDICATION

Eagles Landing Child Care will only dispense over-the-counter and/or prescription medication that is in the original labeled container. Over-the-counter medication must be accompanied by a doctor's note with explicit dosage and administration instructions. Eagles Landing will only give medication to the child for whom the doctor's note and/or

prescription is written and for whom the medication container is labeled. One doctor's note per course of treatment is required. Parents are required to fill out a medication form for each medication to be dispensed. Medication forms are available in the Eagles Landing Child Care room.

Eagles Landing will dispense over-the-counter fever reducing/pain medication (ex. Children's Tylenol, Children's Motrin) on an as needed basis, with a doctor's note detailing the recommended reasons for administration and appropriate dosage. Parents are required to supply an unopened bottle of fever reducing/pain medication clearly labeled with their child's name. (Only one note and bottle of fever reducing/pain medication is required per child.) Before administering fever reducing/pain medication, staff will contact a parent or person listed on the emergency contact form, if a parent cannot be reached, to inform them of our need to administer the medication. Staff will also inform the parent or emergency contact person if it is necessary for the child to be picked up due to illness. Refer to the policy listed above regarding picking up ill children.

Parents are responsible for ensuring that all prescription medication is properly labeled by a pharmacist and replaced before the expiration date.

Eagles Landing will store all medication in a locked cabinet. Medication that requires refrigeration will be kept in a locked container in the refrigerator.

Parents are encouraged to request the pharmacist to provide two labeled bottles when filling the prescription. For the convenience of the parent, this allows one bottle to stay at home and one to stay at Eagles Landing.

28. INJURIES

To keep parents informed about specific incidents (such as, changes in the child's health, accidents, injuries, or the presence of communicable diseases) the Eagles Landing staff will use one or several of the following means:

- Written report
- Phone call
- Instant message
- Brightwheel email message

Notification of incidents could occur at different times:

- At pick-up time, parents will be notified regarding minor injuries, incidents such as a minor scrape on the knee which might only require the staff to apply first aid, complete an incident report, and notify the parent at pick-up time verbally and provide a written injury report.
- Immediate notification will occur to a parent for a serious injury or incident. If unable to reach a parent, the emergency contact person will be contacted. Serious injuries & illnesses include but are not limited to: head injuries of any kind, injuries requiring medical attention, allergic reactions/rashes, seizures, asthma attacks, unconscious child, fever, vomiting, or incidents involving lost children, physical discipline of a child by a staff member/volunteer. . . etc. In a serious medical emergency, Fraser 911 will be notified first.

If a child is hurt, the caregivers will take the following steps:

- A. Determine seriousness and act first according to the first aid and CPR training they have.
- B. Stay with the injured child and have someone call 911, a parent and the Director.
 1. If we must call 911 the parent is called second, then the Director.
 2. If not serious enough for 911, the Parent is called first, followed by the Director.
 3. In the case of a minor injury, the parent is called just to inform them, and reassure them the child is fine. In some cases the child would like to speak to the parent.
 4. If the parents cannot be notified, (For cuts needing stitches, large bumps and bruises) the Director is contacted if not on site, along with the emergency person on the information card.

5. Any noticeable bruises, cuts, bumps, and/or marks will be written on an accident report, signed by the parent, and filed in the family file.
- C. Should your child be involved in an incident/accident during the course of the day, a staff member will complete an Incident Report on Brightwheel. The parents/pick up person will be notified when the child is picked up at the end of the day.

29. REASONS WE MAY CALL A PARENT TO PICK UP THEIR CHILD

If your child:

- Has a fever
- Is vomiting
- Has diarrhea
- Have symptoms of any contagious disease
- Makes many trips to the restroom
- Is injured and needs medical attention
- Has a severe case of separation anxiety
- Is exhibiting dangerous behavior
- Severe weather/Fire

30. STAFF TO CHILD RATIOS

Children 18 months, 1 caregiver for 4 children.

Children 2 ½ years of age, 1 caregiver for 8 children.

Children 3 years of age, 1 caregiver for 10 children.

Children 4 years of age, 1 caregiver for 12 children

Children Kindergarten age and older, 1 caregiver for 18 children

31. LUNCH

Children who are here during the day (Pre-school & Young-fives), may purchase a hot lunch from our school's hot lunch program. Toddlers are required to bring in their own lunches from home. Your child may purchase milk when they bring in a sack lunch. If purchasing lunch, the child may choose from; main dish, PB&J, hot dog, or chicken patty sandwich. Lunch includes the salad bar and white, strawberry, or chocolate milk. (Lunch and milk prices are subject to change). If your child is a "fussy eater", we strongly recommend sending in a sack lunch, which can be kept in the classroom refrigerator. Children are encouraged to eat their sandwich or protein first, followed by dairy, fruits & vegetables. Chips and cookies are eaten last.

If your preschool or young five child will be eating hot lunch, please fill out a monthly lunch menu, letting us know which days they will be ordering and what their meal choices will be for the month. If you wish to make changes to an already submitted lunch schedule you must call the Eagles Landing room by 8am, this will allow us adequate time to notify the kitchen of the change. We are required to report all lunches to the kitchen by 8:30 each morning.

The Eagles Landing program will need a monthly or weekly schedule of your child's attendance in order to staff properly and order lunch from the cafeteria correctly.

32. SNACKS

The program provides a morning and an afternoon snack with juice or water. If a child does not want to eat the snack that Eagles Landing Child Care is providing for that day, they may eat one thing from their lunch box (NO COOKIES OR CANDY).

No snacks are served before 8:00am. Parents are encouraged to ensure that their children eat before attending the morning program or you may send in breakfast food (including drink/milk). We have a designated breakfast table in the morning that has been sanitized and is ready for use. Please do not bring ceramic bowls and dishes, we do not

have the means to wash them or a place to store them. A Tupperware container with a lid is the best option. We have spoons and forks available for your child to use.

33. CLASSROOM RULES

Please read and discuss the following rules with your child/children. Parents are expected to reinforce the rules of their child's behavior. A form is enclosed for your signature stating you have gone over these rules and procedures with your child.

1. Respect the caregivers.
2. Respect your peers
3. Keep your hands and feet to yourself.
4. No profanity or name-calling.
5. Children must stay in Eagle Landing unless the caregiver has written permission to release the child to an after school activity. (Scout meetings, sporting events, going home with a friend, etc.)
6. No running in classrooms or hallways.
7. Children must stay with the group.
8. If a child purposefully breaks a toy or any equipment he/she is expected to replace that item.
9. Children MUST CLEAN UP AFTER THEMSELVES (snacks, crafts, games, etc.)
10. ALL RULES FROM SCHOOL concerning behavior are still enforced and effective during Eagles Landing.
11. Cell phones must be kept in backpacks and MUST BE TURNED OFF. Cell phones found in a child's possession will be confiscated and given to the principal.
12. Children attending the Eagles Landing program will be expected to follow the school dress code.

34. DISCIPLINE PROCEDURES

State of Michigan licensing regulations states the following regulations regarding discipline:

1. Staff shall use developmentally appropriate positive methods of discipline which encourages self-control, self-direction, self-esteem, and cooperation.
2. Staff shall be prohibited from using the following means of punishment:
 - a. Hitting, spanking, shaking, biting, pinching, or inflicting other forms of corporal punishment.
 - b. Restricting a child's movement by binding or tying him or her.
 - c. Inflicting mental or emotional punishment, such as humiliating, shaming, or threatening a child.
 - d. Depriving a child from meals, snacks, rest, or necessary toilet use.
 - e. Confining a child in an enclosed area, such as a closet, locked room, or similar cubicle.
3. Non-severe and developmentally appropriate discipline or restraint may be used when reasonably necessary to prevent a child from harming him/herself or to prevent a child from harming other persons or property.
4. A center shall have a written policy regarding the discipline of children. This policy shall be available to staff and parents.
5. An incident is when a staff member needs to talk to a child about their behavior multiple times and anytime a child physically or emotionally hurts another child purposefully.

35. Eagles Landing DISCIPLINE POLICY

We believe that the best form of discipline evolves from having the following components:

1. Consistent, knowledgeable and professional caregivers.
2. A clear and positive set of classroom rules developed with participation from the children.
3. A consistent and predictable daily routine/schedule.

4. A well-organized and labeled classroom equipped with an adequate amount of developmentally appropriate materials.
5. A classroom that is arranged in a way that facilitates learning.
6. Developmentally appropriate expectations.
7. Positive redirection.
8. Logical and appropriate consequences.
9. Model appropriate behavior.
10. Redirect minor misbehaviors.
11. Stay consistent with all rules and policies.
12. Teach children problem solving skills through social interactions, modeling, and discipline.
13. The treatment of children as individuals and respect for their needs, desires and feelings.
14. Acknowledgement when children are making good choices.
15. Teamwork and communication with parents.

Positive developmentally appropriate discipline will be used when necessary to reinforce appropriate behavior. Staff shall never make a child feel a lack of self-esteem or self-worth. No form of physical punishment will be deemed acceptable.

Appropriate forms of discipline that may be used.

- Discussing with the child what type of behavior is acceptable
- Review the choices that the child has made.
- Discuss what choices are appropriate.
- Redirect inappropriate behavior.
- Loss of privilege or participation in activity where inappropriate behavior occurred.
- Group problem solving with caregivers and children who are having the conflict.

Webster defines "Discipline" as to teach. The goal of the staff at Eagles Landing is to help the children gain self-regulated control of their behavior and choices.

36. STEPS OF DISCIPLINE

When a behavior continues the following steps may be followed:

1. Disciplinary Action Plan #1 will be given. Parents will be verbally told of the incident.
 1. The caregiver will talk to the child
 2. Child will be separated from the group.
 3. The Parents will be notified
 4. The Principal will be notified
 5. The child will be suspended from Eagles Landing for 3 days
 6. The child will be suspended from Eagles Landing for 5 days
 7. The child may be permanently expelled from the Eagles Landing program, with the option to re-apply to the program the next school year.
2. Disciplinary Action Plan #2 will be given. The self evaluation will be given for 30 days.
 1. The caregiver will talk to the child. The caregiver will talk to the child and document the incident. The parents will receive a copy.
 2. The child will be separated from the group. The caregiver will document the incident, talk to the child and the child will be separated from the group. The parents will receive a copy.
 3. The principal will be notified. The caregiver will document the incident and talk to the child. The parents will receive a copy.
 4. The child will be suspended from the Eagles Landing program for 5 days. The caregiver will document the incident and talk to the child. The parents will receive a copy.

5. The child will be permanently expelled from the Eagles Landing program, with the option to re-apply to the program the next school year
3. Disciplinary Action Plan #3 will be given. A self evaluation form will be given for 30 days. The principal will be informed at each step.
 1. The caregiver will talk to the child and document the incident. The parents will receive a copy.
 2. The caregiver will document the incident, talk to the child and the child will be separated from the group. The parents will receive a copy.
 3. The child will be permanently expelled from the Eagles Landing program, with the option to re-apply to the program the next school year. The caregiver will talk to the child and document the incident. The parents will receive a copy.

37. REMOVAL OF YOUR CHILD FROM THE PROGRAM

We reserve the right to remove any parent or child from the program at any time, without notice if there is a risk of harm to your child, other children or staff (e.g. excessive aggressiveness, or other inappropriate behavior). We also reserve the right to remove your child in the case of delinquent payments. Also your child may be removed if at any time you or your child fails to adhere to any policies/rules stated in this handbook.

In the case of any accusations of inappropriate behavior towards/with another child/children while under the direct care of St. John Lutheran, Eagles Landing Child Care Program staff. We will remove any/all child(children) as necessary that were involved with any incident from the program until the situation can be further evaluated and a proper disciplinary plan can be put into effect.

In certain cases, counseling with a written approval from the counselor may be required prior to being allowed to return to the program. This is to make sure the child is getting the help they may need and to also ensure the safety of the other children within the program. We reserve the right to remove any parent or child from the program at any time, without notice if there is a risk of harm to your child, other children or staff (e.g. excessive aggressiveness, or other inappropriate behavior).

Once dismissal has occurred, any past due balances must be paid within 30 days.

38. Eagles Landing's RIGHT TO REFUSE ADMISSION

Eagles Landing reserves the right to refuse admission to any child for the following reasons:

1. Staff deems the child too ill to attend
2. Parent's failure to maintain accurate, up to date records.
3. Parent's failure to complete and return the required documentation in a timely fashion.
4. Parent's failure to keep their bills paid in a timely fashion.
5. Parents and/or children's failure to adhere to the rules and policies in this handbook.

39. TOYS FROM HOME

Due to the risk of damage, sharing issues, and loss, we ask that children do not bring toys from home, unless specifically requested by a caregiver. This includes items in children's backpacks. Parents are responsible for enforcing this policy with their child. Parents are encouraged to consult with the Director should they find their child is having difficulty with this policy.

Children who participate in quiet time are permitted to include with their bedding a stuffed animal they may normally sleep with. Dolls and battery operated toys will not be permitted. This item is to be kept with the child's bedding and it is only to be used during quiet time.

If any item is brought from home it is brought at your own risk. Eagles Landing cannot be held responsible for any broken, stolen, lost or damaged items, regardless of the reason.

40. DRESS CODE

Children attending the Eagles Landing program are expected to abide by the school dress code. Coats, hats, gloves, scarves, snow pants and winter boots must be provided in the winter months. Please have these items in a bag with your child's name marked on it.

Younger children should keep a complete change of clothes in their backpack in case of an accident. This includes shirts, pants, underwear, and socks. Caregivers will bag and label clothes as they are used. Parents are expected to send in a set of clothes to replace the soiled ones.

Footwear should fit the children's feet securely, and cover the toes. Sandals and flip flops are not recommended.

All clothing items must be clearly marked with your child's name. Eagles Landing is not responsible for any lost or damaged items of clothing.

41. FIELD TRIPS/IN HOUSE ACTIVITIES

Field Trips:

Occasionally, we go on walking field trips. We can only go if there are enough adults to help chaperone the children. We always appreciate any help you can give when we have a field trip scheduled.

Parents are informed at least one month in advance of field trips. All children must have a signed permission slip turned in by the given date in order to attend the field trip. Children without permission slips will stay back with a caregiver in the Eagles Landing room.

In House Activities:

Sometimes we plan special activities, usually on Friday afternoons, we will let you know in advance what activities we have planned and if there are any extra charges for your child's participation in these activities.

42. PARENTS RIGHT TO IMMEDIATE ACCESS

Parents of a child in our care are entitled to immediate access, without prior notice, to their child whenever they are in the care of Eagles Landing, as provided by law. We are sometimes in a difficult position when there are family disputes that escalate to the point that the courts have to become involved. There are very strict guidelines that we must follow under those circumstances.

In cases where the child is the subject of a court order, (e.g., Custody Order, Restraining Order or Protection from abuse Order) Eagles Landing must be provided with a **Certified Copy** of the most recent order and all amendments thereto. The orders of the court will be strictly followed unless the custodial parent(s) requests a more liberal variation of the order in writing. In the case where both parents are afforded shared/joint custody by order of the court, both parents must sign the request for more liberal interpretation of the order.

In the absence of a court order on file with Eagles Landing, **both** parents shall be afforded equal access to their child as stipulated by law. Eagles Landing cannot, without a court order, limit the access of one parent by request of the other parent, regardless of the reason. If a situation presents itself where one parent does not want the other parent to have access to their child, Eagles Landing suggests that the parent keep the child with them until a court order is issued, since our rights to retain your child are secondary to the parents right to immediate access. Eagles Landing staff will contact the local police should a conflict arise. If conflicting orders are presented, the most recently dated court order will be followed. Once presented with a Protection from Abuse order or a Restraining Order Eagles Landing is obligated to follow the order for the entire period it is in effect. Employees of Eagles Landing can not, at the request of anyone, except the issuing judge, allow a Protection from Abuse Order and/or Restraining Order to be violated. Eagles Landing will report any violations of these orders to the court.

43. PARENT VISITATION

We encourage parents to visit the program anytime they feel the need. We have an open door policy. We encourage parents to participate with their child in Eagles Landing. Come on in and play a game with your child and his/her friends (a great way to get to know your child's friends).

We also encourage you to participate and volunteer in Eagles Landing . There are many ways to volunteer including; attending field trips, reading to children, assisting the caregivers, providing your expertise and training to staff, and helping with beautifying the premises.

44. VOLUNTEERS

Volunteers will work under the direct supervision of Eagles Landing staff and will be supervised by staff at all times, including volunteers who are parents of a child in care. Volunteers will not be allowed to diaper children or escort children to the restroom. Volunteers WILL NOT have unsupervised contact with the children at any time. All volunteers will sign a self-certification statement attesting to the following:

- I have not been convicted of a crime falling under a listed offense as defined in section 2 of the sex offenders registration act, 1994 P 295, MCL 28.722
- I have not been convicted of child abuse or child neglect
- I have not been convicted of a felony involving harm or threatened harm to an individual within the past 10 years.

45. CONFIDENTIALITY

Within Eagles Landing, confidential and sensitive information will only be shared with employees of Eagles Landing who “need to know” in order to appropriately and safely care for your child. Confidential and sensitive information about staff, other parents and/or children other than you own, will not be shared with parents. Eagles Landing strives to protect everyone’s right to privacy. Confidential information includes but is not limited to: names, addresses, phone numbers, disability information or other health related information of anyone associated with Eagles Landing.

You may observe children at our center who are disabled or who exhibit behavior that may appear inappropriate (i.e. biting, hitting, spitting, etc.). You may be curious or concerned about the other child. Our confidentiality policy protects every child’s privacy. Employees of Eagles Landing are strictly prohibited from discussing anything about another child with you.

46. VIOLATIONS OF THE CONFIDENTIALITY POLICY

Eagles Landing takes very seriously the responsibility of maintaining the confidentiality of all persons associated with the program. Parents need to recognize that the Confidentiality Policy not only applies to their child or family, but all children, families, and employees associated with Eagles Landing. Any parent who shares any information considered confidential, pressures employees or other parents for information that is not necessary for them to know, will be considered to be in violation of the Confidentiality Policy. Violation of this policy may result in permanent removal of your child/children from the Eagles Landing Program.

47. PARENT CODE OF CONDUCT

Eagles Landing requires the parents of enrolled children to behave in a manner consistent with decency, courtesy, and respect at all times. One of the goals of Eagles Landing is to provide the most appropriate environment in which a child can grow, learn and develop. Achieving this ideal environment is not only the responsibility of the employees of Eagles Landing, but is the responsibility of each and every parent or adult who enters the center. Parents are required to behave in a manner that fosters this ideal environment.

Parents who violate the Parent Code of Conduct may not be permitted in Eagle Landing thereafter. Eagles Landing will dismiss any child whose parent is prohibited from entering Eagles Landing. Due to the parent’s right to immediate access, as well as state and federal regulations, Eagles Landing can not have a child in the program when the child’s parent is prohibited access. Eagles Landing will not agree to any request to maintain a child’s enrollment even if the parent agrees to stay out of the program. Such an agreement is a violation of the law and will not be entertained.

Swearing/Cursing:

No parent or adult is permitted to curse or use inappropriate language on Eagles Landing property at any time, whether in the presence of a child or not. Such language is considered offensive by many people and will not be tolerated. If a parent or adult feels frustrated or angry, it is more appropriate to verbally express the frustration or anger using non-offensive language. At **NO** time shall inappropriate language be directed toward members of the staff or children.

Threatening of employees, children other parents or adults associated with Eagles Landing:

Threats of any kind will not be tolerated. In today's society, Eagles Landing cannot afford to sit by idly while threats are made. In addition, all threats will be reported to the appropriate authorities and will be prosecuted to the fullest extent of the law.

While apologies for such behavior are appreciated, Eagles Landing will not assume the risk of a second chance.

Parents must be responsible for, and in control of their behavior at all times.

While it is understood that parents will not always agree with the employees of Eagles Landing or parents of other children, it is expected that all disagreements be handled in a calm, professional and respectful manner.

Confrontational interactions are not appropriate means by which to communicate a point and are strictly prohibited.

Physical/verbal punishment of your child or other children at Eagles Landing:

State regulations prohibit any type of corporal punishment of children. Such acts are not permitted in the Eagles Landing facility, by staff or parents. While verbal reprimands may be appropriate, it is not appropriate for parents to verbally abuse their child. Doing so may cause undue embarrassment or emotional distress. Parents are always welcome to discuss a behavior issue with the Director and to seek advice and guidance regarding appropriate and effective disciplinary procedures.

Parents are prohibited from addressing, for the purpose of correction or discipline, a child that is not their own. Of course, no parent or other adult may physically punish another parent's child. If a parent should witness another child behaving in an inappropriate manner, or is concerned about behavior reported to them by their own child, it is most appropriate for the parent to direct their concern to the Director.

Furthermore, it is wholly inappropriate for one parent to seek out another parent to discuss their child's inappropriate behavior. All behavior concerns should be brought to the Director's attention. At that point, the Director will address the issue with the other parent. Although you may be curious as to the outcome of such a discussion, caregivers and/or the Director are strictly prohibited from discussing anything about another child with you. All children enrolled in our center have privacy rights and are further protected by our Confidentiality Policy. You may be assured that we will not discuss anything about your child with another parent or adult visiting the center.

Smoking:

For the health of all Eagles Landing employees, children and associates, Smoking is prohibited anywhere on school property. Parents are prohibited from smoking in the building, on the grounds, and in the parking lot.

Parents who are smoking in their cars must dispose of the cigarette before entering the parking lot. **This is a State of Michigan mandated regulation.**

48. REPORTING OF CHILD ABUSE

Under the Child Protective Services Act, mandated reporters are required to report any **suspicion** of abuse or neglect to the appropriate authorities. The employees of Eagles Landing are considered mandated reporters, under this law. The employees of Eagles Landing are not required to discuss their suspicions with the parents before reporting the matter to the appropriate authorities. Nor are they required to investigate the cause of any suspicious marks, behavior or condition before making a report. Under the Act, mandated reporters can be held criminally responsible if they fail to report suspected abuse or neglect. We at Eagles Landing take this responsibility very seriously and will make all warranted reports to the appropriate authorities. The Child Protective Services Act is designed to protect the welfare and best interest of all children.

As mandated reporters, the staff at Eagles Landing cannot be held liable for reports made to Child Protective Services which are determined unfounded, provided the report was made in "good faith."

Causes for reporting suspected child abuse or neglect include, but are-not limited to:

- Unusual bruising, marks, or cuts on the child's body
- Observed severe verbal reprimands by the parent
- Improper clothing relating to size, cleanliness, season.
- Transporting a child without appropriate child restraints (e.g. car seats, seat belts, etc.)
- Dropping off or picking up a child while under the influence of illegal drugs or alcohol
- Not providing appropriate nutrition for your child
- Leaving a child unattended for any amount of time
- Failure to attend to the special needs of a disabled child
- Sending a sick child to school overly medicated to hide symptoms, which would typically require the child to be kept at home until symptoms subside.
- Children who exhibit behavior consistent with an abusive situation

49. EVACUATION PROCEDURES

In the case of fire, students leave the building following predetermined routes, and meet in their designated area. Evacuation routes are posted in each classroom. Emergency cards will be brought with the caregiver. Fire drills are held regularly.

- The classroom/center teacher will identify students whose needs require assistance in the event of an evacuation.
- Children with mobility issues that require full or guided assistance will be assigned to a specific caregiver(s) to evacuate the child.
- The assigned caregivers will assist the child(ren) in getting into equipment or guiding the child by the arm to safely evacuate them from the building.
- If time permits during the emergency, the assigned caregiver will grab any medication, if possible. (medication is to be under lock)
- A different evacuation route may need to be identified to accommodate mobility devices, and to prevent delays in the evacuation of other children.
- Upon evacuation of the building, the re-location point is Fraser Public Library, across the street .
- Children will remain in place until an "all clear" signal has been given.

In case of severe weather or tornado warning, students are to take shelter in previously designated areas. Emergency cards are to be taken to that area. Drills are held periodically.

- The classroom/center teacher will identify students whose needs require assistance in the event of an evacuation.
- Children with mobility issues that require full or guided assistance will be assigned to a specific caregiver(s) to evacuate the child.
- The assigned caregivers will assist the child(ren) in getting into equipment or guiding the child by the arm to safely evacuate them from the building.
- If time permits during the emergency, the assigned caregiver will grab any medication, if possible. (medication is to be under lock)
- A different evacuation route may need to be identified to accommodate mobility devices, and to prevent delays in the evacuation of other children.
- Children will remain in place until an "all clear" signal has been given.

Parents wishing to sign their child out of the program during a drill or real fire/emergency situation are expected to have patience with the staff as they are trying to maintain order during an often hectic and dangerous situation. Parents are required to wait until the drill is completed and the staff and children return to the building to sign their child out of the program. If it is a real situation the parents will be asked to wait until the director or designee has accounted for all staff and children before taking their child.

Should the school need to close in the middle of the day; the staff will attempt to reach the child's parents first to arrange for pick up. Should the staff be unable to reach the parents, the persons listed on the information card will be called until pick up arrangements can be made. Staff will notify the parents or emergency contact person, of the pick up location should the children need to be evacuated from the school. Parents or emergency contact persons should report directly to the alternative location if one is indicated. Parents must check out their child with the caregiver present before taking their child.

50. PARENT CONFERENCES

If you would like to meet with the director you can call for an appointment. Most times for a quick talk, you can talk with the director when you come to pick up your child. Please call the Eagles Landing Child Care room at 586-293-4337 to set up an appointment. If the director needs to talk to you, she may catch you in the hall upon your arrival, call you at home, or request a meeting.

51. NEWSLETTERS

We put out an Eagles Landing newsletter monthly. In it you will find information about things we have done and about upcoming events, such as field trips, activities, half days, and days Eagles Landing is closed. You will also find information of any changes in Eagles Landing policies, rates, dates etc.

52. BULLETIN BOARDS

There are bulletin boards located outside the classroom, inside the door and another one next to the white board with current information for you.

53. VISITORS

For the safety of children and staff, visitors are asked to schedule appointments with the Director, and are allowed in the children's rooms only at the discretion of the Director. An employee of Eagles Landing will accompany visitors at all times, throughout the facility.

54. DAMAGE TO PROPERTY

If a child damages any of the property in the program, you will be billed for the damage or will need to replace the property after being notified.

55. LOST AND FOUND

Any items left in Eagles Landing that are not claimed after a period of time will be put in the school's 'Lost And Found'

56. STAFF EMPLOYMENT BY CLIENTS

We understand that arrangements may be made by parents for staff to provide after hour care outside of Eagles Landing. Eagles Landing cannot be held responsible for the conduct or services provided by the individual providing services.

57. DIRECTOR QUALIFICATIONS

The director is also constantly taking classes, attending workshops, seminars and other continuing education to update and enhance her knowledge in the field of childcare.

58. STAFF QUALIFICATIONS

All Eagles Landing Child Care staff hold current CPR and First Aid cards. They are fingerprinted, and are cleared by the Department of Social Services. They also attend seminars and in-services to educate them and keep them updated on current child care policies and procedures.

59. STAFF SCREENING POLICY

St. John Lutheran School will screen all potential employees by conducting the following procedures:

- Complete the St. John employment application.
- Interview the prospective staff member.
- Check references
- FBI fingerprint criminal background checks will be undertaken and the results will be kept in the school's personnel file.
- Volunteers will be required to complete DHS central registry clearances and have on file at the center. Volunteers will be supervised by staff at all times.

A staff member cannot be present in the center if the ICHAT/fingerprint criminal background check result reveals that he/she has been convicted of any of the following:

- A listed offense, as defined in section 2 of the sex offenders registration act, 1994 PA 295, MCL 28.722
- Child abuse or neglect.
- A felony involving harm or threatened harm to an individual within the 10 years preceding the date of hire.

60. ONGOING STAFF PROFESSIONAL DEVELOPMENT

Each caregiver shall receive an orientation of the center's policies and practices, the child care administrative rules and will complete blood-borne pathogen training prior to unsupervised contact with the children.

All Eagles Landing staff shall complete 16 clock hours of professional development annually on topics relevant to job responsibilities, including but not limited to, child development and learning, health, safety and nutrition, family and community collaboration, program management, teaching and learning, observation, documentation, and assessment, interactions and guidance, professionalism, and the child care center administration rules.

61. PHOTOGRAPHS

From time to time we take pictures of the children doing some of the activities in Eagles Landing Child Care, if it is possible, we will send a copy of the picture home with you.

62. OUTDOOR PLAYGROUND

The St. John Eagles Landing Child Care program operates in a Michigan Department of Education approved building with regulations that come under the Handbook for Public Playground Safety guidelines generated by the U.S. Consumer Product Safety Commission. The Eagles Landing Child Care Program plans to use the outdoor playground and equipment located at the school.

63. CONTACT INFORMATION

St. John Eagles Landing Child Care Program
16339 14 Mile Rd.
Fraser, MI 48026

(586) 293-4337

Meghan Paruszkiewicz Director

Meghanp@stjohnfraser.org

64. ADDED TODDLER PROGRAM HANDBOOK

School Supplies:

- 1- 4x6 Family Photo (no glass allowed)
- 1- Indoor plant (care of botany)
- 6- washcloths
- 1- can of disinfectant Wipes
- 1- bottle liquid soap
- 3 pack tissue boxes
- 1- roll of paper towels
- 1- box of sandwich size Ziploc bags
- 1- box of gallon size Ziploc bags
- 1- box of crayons
- 2- glue sticks
- 1- lunch box
- 1- backpack
- 1- teether

CLOTHING/TOILETING:

- 1- cloth diaper wet/dry bag - student name on bag
- 3- sets of weather appropriate clothing in a Ziploc, each item labeled
- 5- pairs of thick underwear for training (labeled)
- 1- pair of indoor velcro/elastic shoes/slippers (name labeled)
- Diapers as needed, size appropriate
- 1- Box of Wipes labeled

Toddler General Daily Schedule:

6:30-7:30 Independent Play, Centers

7:30-8:30 Hand Washing, Breakfast

8:30-9:00 Large Group, Music, Bible Study

9:00-9:30 Small Group, Centers

9:30-10:00 Hand washing, Snack

10:00-11:00 Outdoor, Physical Activity

11:00-12:00 Hand Washing, Lunch

12:00-1:00 Sensory, Art Activity

<u>1:00-3:00</u>	<u>Quiet, Rest Time</u>
<u>3:00-3:30</u>	<u>Hand Washing, Snack</u>
<u>3:30-4:30</u>	<u>Story, Small Group</u>
<u>4:30-5:30</u>	<u>Independent Play, Centers</u>
<u>5:30-6:00</u>	<u>Clean Up, Ready For Home</u>

CONTINUITY OF CARE:

Our program makes every attempt to maintain continuity of relationships between teaching staff and children, and among groups of children. The program is organized and staffed to minimize the number of group, teaching staff and classroom transitions experienced by an individual child during the program year.

TEACHING STAFF – CHILD RATIOS:

The toddler classroom has one full time teaching staff member and multiple part-time staff that help maintain developmentally appropriate teaching staff:child ratios of 1:4. Whether a teacher works alone with a group of children or the teaching team works together with a group of children, the environment is designed to support children's positive learning and development across all areas.

LEARNING ENVIRONMENT:

Teachers design a learning environment that protects children's health and safety enabling children to practice mastered skills and encourage emerging ones. The space and materials are organized to stimulate exploration, experimentation, discovery, and conceptual learning. Teaching staff reorganize the environment when necessary to help children explore new concepts and topics, sustain their activities, and extend their learning.

DAILY SCHEDULE:

The curriculum guides the development of a daily schedule that is predictable yet flexible and responsive to individual needs of the children. The schedule provides time and support for transitions, includes both indoor and outdoor experiences and is receptive to a child's need to rest or be active. Teachers organize time and space on a daily basis to allow children to work or play individually and in pairs, to come together in small groups, and to engage as a whole group.

Toddler Community Courtesies:

- Children and adults talk softly so that everyone may talk and be heard
- We tap someone's arm for attention, hold a finger out to walk with an adult
- Children and adults must respect other's conversations and materials in use.
- We talk quietly, we do not interrupt. We do not touch each other's materials.
- Children may choose one activity at a time to use on a rug or a table.
- Children may choose only from those items on a shelf. They may not use something that has been left out by someone else.

- Children put items away in the place where others know to look for it, before choosing another.
- If a child misuses materials, the item is put away with a short explanation. For example, "That is for building, not throwing. Watch me do this". Have the child watch you play appropriately with something similar.

- We share school space, we learn to wait patiently when it's not our turn

- "That is _____ turn," ask your friend, "may I watch?"

- Children may ask, "May I join you?"

Children have the right to choose: "Yes, please." Or "No, thank you." We help the students find alternative choices.

- Children may play alone or together, as they wish.

- If a child runs indoors, say "Try again, let's go back and walk". Send him/her back to walk from where he/she started.

- We do not run indoors. Running is for outside, gym, or playground.

- If a child puts anything in the mouth, the entire item is removed to be disinfected. For example: "This is not food. When we put it in the mouth, that means our turn is over and it is closed now."

- If a child uses anything to hurt someone else, that item is put away, the child is given the opportunity to reflect. First assist the victim to regain their dignity and assert themselves out of a victim role. For example, "That hurts, stop it, please"! OR "Do not touch my body, I don't like it". Second, assist aggressors to regain self-control and relax out of an aggressive role. For example: "When we play fair, we may play with others. When we don't play fair, we need to be away from our friends."

Tips For Dropping Off:

1. Talk it up- Begin at bed time the night before, when reading bedtime stories and before saying good night. "Tomorrow you are going to school. You will get to see all your friends and teachers." Find out who your child's friends are and what they like to do. Talk about school outside of school and make it fun!

2. Be positive-When talking about school, do not do so apologetically, be excited about your child's upcoming adventure; and celebrate the idea with them.

3. Allow your child to walk- Compliment their ability to walk on their own. Allowing your toddler to walk shows that you are confident about where they are going. You can say, "Walk with me, which hand would you like to hold?"

4. Let them help- Giving your toddler something to carry (lunch box, diapers) gives them something to focus on beside the fear or anticipation of mom or dad leaving. Plan this in the car while driving in. "Mommy is going to carry your diapers in school." "What would you like to carry?" Compliment him or her for helping and remember that these jobs help build a sense of independence as well as self-esteem.

5. A plan for the "lovies"- If your child is attached to a certain item, it is almost certain that they will have a harder time adjusting to the idea of school if that item is taken away in the parking lot of the school, this gives the child the impression that they are o.k. except when at school. We do not want our little ones to associate school with bad things but, when their favorite item is confiscated just before walking in, this is

exactly what happens. Decide on a plan for your child's attachment items and treat it the same everywhere you go.

6. Don't feel guilty- Guilt is one emotion that you cannot afford to feel when dropping your child off at school.

Remember that your confidence is contagious but so is your guilt. If you feel bad about where you are about to leave your child, they will feel bad. You have chosen the school that is right for both you and your child, let them soar. Remember that your comfort and excitement are your child's comfort and excitement just as your fear and worry becomes their fear and worry. Children absorb what we put out; giving them the tools to adapt will not only help them grow but will make them happy.

A NOTE TO PARENTS ON CHILDREN BITING:

In even the best child care program, periodic outbreaks of biting occur among infants and toddlers, and sometimes even among preschoolers. This is an unavoidable consequence of young children in group care. When it happens, it can be frustrating and very stressful for children, parents and teachers. But however unfortunate, it is a natural phenomenon, not something to blame on children, or teachers, and there are no quick and easy solutions to it. Children bite for a variety of reasons: simple sensory exploration, panic, crowding, seeking to be noticed, "cause and effect" experimenting, or intense desire to have a toy. Repeated biting becomes a pattern of learned behavior that is often hard to extinguish when it does achieve the results: the desired toy, excitement, attention.

In the event we encounter a biting incident, here is how we will work to stop the behavior:

1. When a child is bitten, we avoid any immediate response that reinforces the biting, including negative attention. The biter is immediately removed from the situation, with no show of emotion and caring attention is focused on the victim. The biter is not allowed to return to play for a moment and is talked to on a level that he/she can understand, and then redirected to another activity.
2. We look intensively at the context of each biting incident for patterns. We look to see if there was crowding, over stimulation, too few toys, too much waiting or any other reason for frustration. In addition, we ask ourselves if the biting child is getting enough attention, care and appropriate positive reinforcement for not biting or does the biting child need help becoming engaged in play.
3. We work with each biting child on resolving conflict or frustration in an appropriate manner.
4. We try to adapt the environment to minimize crowding and reduce frustrations. We offer teething rings for an acceptable alternative to bite.
5. We work with the parents to understand the situation and to reinforce the concept at home of "We do not bite our friends" and "Biting hurts".
6. We make special efforts to protect potential victims. Many times we have 1 staff person shadow the biting child so situations can be redirected before harm is done.

Dealing with biting is a program & parent responsibility:

The program accepts responsibility for protecting the children. It is our job to provide a safe setting where no child needs to hurt another to achieve his or her needs. The name of a child that is biting is not released

because it serves no useful purpose and can make an already difficult situation more difficult. While biting is a horrifying stage some children go through, it is, however, a “common phenomenon” that has virtually no lasting developmental significance. A child who bites is not on a path toward being a discipline problem or a bad person. There are a number of possible explanations why some children bite. None of them is due to a “bad home”, “bad parents”, or “bad teachers”. Most of the time it is hard to guess what is going on in the child’s head. Parents are responsible for working with staff on a strategy for change at the center, reinforcing this strategy at home and for reducing any stress the child may be experiencing.

Punishment does not work to change the child:

Neither delayed punishment at home, which a young child will not understand, nor punishment at the Center, which may make the situation worse, helps. What can help are immediate, logical consequences: being deprived of what he or she sought, removal from the situation and denial of positive outcomes to the biting, such as adult attention.

Balancing program commitments to all the children:

Some children become “stuck” for a while in a biting syndrome and this can be frustrating for the parents of the victim and the biter. It is frustrating for the parents of the victims that we are unable to “fix” the child quickly. We make every effort to extinguish the behavior and to balance our commitment to the family of the biting child and to that of other families. We strive to make the program work for all children. When biting occurs, we are all challenged to maintain a broader perspective and to pull together as we journey through the toddler years.

THANK YOU FOR CHOOSING TO BE A PART OF OUR ST. JOHN TODDLER FAMILY!