

A
CHILD'S
WORLD
LEARNIN
G
CENTER

"Where Learning is Fun"

*Parent
Handbook*

Revised 09/14/2023

STANDARDS FOR EXCEPTIONAL SERVICES

Accept each child as one of God's unique creations.

Create an environment that is warm and friendly and a passion that is dedicated to delivering exceptional service.

Welcome input from parents and the Community

Listen to our children and parents.

Committed to providing quality day care with a smile.



ACWLC Program Philosophy

It is our desire at ACWLC to provide a loving and nurturing environment in which each child will grow and become a well-rounded individual. We will offer activities that will enhance their innate abilities and interest. We practice the Creative curriculum allowing children to express themselves freely through imagination, play, learning, and creativity. Our staff are equipped and participate in ongoing child development trainings. Our staff are required to complete 15 hours of continuing education clock hours annually. Our staff will be loving and caring. They will offer the support, compassion, and concern found in their home away from home. It is our belief that each child is a unique creation. We welcome diversity, equity and inclusion opportunities for all. We provide a safe atmosphere in which children can share ideas and personality. We encourage cooperation rather than competition. We provide quality and assurance to parents through our parent engagement platform Procure. This app allows us to provide daily updates, shares activities, pictures and videos, developmental milestones, progression, areas of concern, and rapid communication with parents and emergency contacts.

We believe that each child is unique and learns differently. We believe that our differences are what make us stronger as a union (E Pluribus Unum- One from many). We provide opportunities to learn more about others, respect others, and share diverse opinions. It's important to provide children a safe space to find their inner voice and feel comfortable. We acknowledge and respect our differences. We respect our families' cultures, language, values, and beliefs.

We believe that children learn through embracing creativity, imagination, and from playing amongst others. Children are similar to sponges. They learn by absorbing and retaining information. During my college years, I took a Child Psychology course and learned about "The Window of Opportunity During Adolescent Years" I learned, during this prime-time children can learn and retain so much information within their tiny brains. They're able to learn skills specific areas of development such as fine & gross motor skills, and cognition at a faster rate. I believe that children learn by way of modeling and interactions with others. For example, when you babble to a baby, they will normally babble back. The babble will soon form into words and eventually effective communication.

We believe that our role for teachers/caregiver is to provide children with a safe comfortable space for them to have fun, learn and express themselves freely. It is their job to nurture and pour into their academic success. Our teachers

encourage participation and respect to others in the classrooms. We believe our role as caregivers has a profound impact in the lives of the children and families that we serve. We shape the minds of young children. We provide them with love, support, nourishment, and academic success. We believe, childbirth to adolescent years are the building blocks of their educational pathway. It's our job to ensure we do our best at providing them with unconditional support to establish a firm academic foundation inside the classroom. We provide families with resources inside and outside of our classroom doors. We advocate for local community partnerships, and resources available to better serve our families.

Our Essential Values

Parents/Children/Partnerships:

We listen attentively to our family's needs and interest. We strive daily to meet those needs and incorporate their interest while in their children are in our care. We have ongoing parent communication as it relates to developmental/milestone progression, and welcome parent participation.

Integrity

We will maintain the highest level of honesty in dealing with our families and in the community where we do business. We provide transparency to parents and welcome feedback. We update entries in the app regarding the child's sleep pattern, duration of sleep, moods, behaviors, and diaper/toileting frequency, etc.

Long Term Relationship

We will seek to maintain long term relationship within our community. We will provide quality childcare at affordable pricing. We at ACWLC understand that our business success depends on our sensitivity, and vulnerability to our families and the needs of their children.

Payment Policy:

Tuition is due the following Monday after care. We are using Tuition Express for all payments.

(www.Myprocare.com) a late fee of \$15.00 will be applied to payments not received at the end of the day on Monday. If you are unable to pay on the Procure app please contact our director or assistant director as soon as possible to remedy the payment issue. We do not accept personal checks.

Please enroll in the Procure app above to make all payments. This is helpful because at the end of the year you will be able to get your statement of payments for tax purposes.

Registration Fee: A nonrefundable registration fee of \$50.00 per child is due at the time of enrollment.

Security Deposit: The center requires a one – week deposit paid at the time of enrollment. The one week of deposit will be applied towards your child’s last week tuition providing all withdrawal requirements have been met and there are no outstanding fees.

Re-enrollment Fee: If you withdraw your child and subsequently re-enroll a new registration fee is due at the time of re-enrollment. This fee secures your child placement in our center.

Withdrawal Notice: Please provide a two-week written notice prior to the last day of attendance. You are able to leave this notice in a message in the Procure Connect app. Giving notice allows the center to fill the upcoming vacancy.

Late Pick-up: You will be charged a \$1.00 for every additional minute after your contracted pick-up time. Any late fees accrued must need to be paid, before the child is allowed to return.

Sibling Discount: 10% discount will be applied to the least expensive tuition rate.

Vacation/Absent Policy: There are no deductions for absences or holidays. You are allowed up to 4 scheduled vacation weeks in a year with notice provided. Please be considerate and give us notice of your vacation time in advance if not, you will be charged for the week.

Emergency Absence Policy:

Any unforeseen absence due to an emergency must be documented i.e.; death, hospitalization, car accident or car problems. If documentation is not received the regular fee will be assessed.

No Call/No Show Policy- Please let us know when your child will be absent. **If you child consistently fails to show up daily or parent fails to communicate a reasoning, it will be deemed as a withdrawal from care, and regular fees incurred for that time will still remain due.**

Parent Notification Plan Accident/Injury Policy: In the event of an accident/illness/injury or crisis management we will notify all parents using the Procure app or call. We will complete an accident/incident report detailing occurred at the time of the incident. If the emergency requires medical attention, we will call 911, contact the parents/emergency contact while keeping the child safe and comforted until the parent or emergency personnel arrives.

Sick Policy: If the child exceeds an oral/forehead temp of 101F, diarrhea, constant cough, or flu like symptoms please keep your child at home. If your child has a runny nose and the mucus is green that is typically a sign of an infection, please do not bring them to daycare. If your child cannot participate in routine activities comfortably due to illness, they may also be sent home. Please see the list below for other illness related symptoms.

Red, puffy, draining, itchy or burning eyes

sluggishness or unusual drowsiness without explanation

extreme irritability or inconsolability

difficulty with breathing

diarrhea

blood or mucus in stool

vomiting

mouth sores or drooling

unexplained rash

Exclusion Policy for Illness- If a child becomes sick while at daycare ACWLC staff will notify the parent or emergency contact. We will utilize the lobby in Suite 1

(Ypsilanti location) for the pre-school kids awaiting their parent's arrival. If a child is sick at ACWLC2 (Kalamazoo), the child will be isolated away from children to avoid spreading the illness to other children. The child must stay home for at least 24 hour and may return when they are symptom and fever free.

If a staff/volunteer experiences symptoms of being ill, and/or exceeds an oral/forehead temperature of 99-99.5F they will be sent home.

The staff/volunteer may not return to work until they are symptom and fever free for at least 24 hours.

If either the child/ caregiver seeks medical attention, they must provide medical documentation, they must receive a full 24 hours of antibiotic (if needed), and establish an emergency care plan before returning to the childcare center.

Immunizations: All children must be current with their immunizations. Immunization record verification will be required prior to attendance. If your child has a waiver you will need to update it yearly. A Health Appraisal form will be a part of your enrollment packet. You must complete the top section of the form, and the physician must complete the bottom section of the form. We will need this form back within 2 weeks of enrollment.

Food Service Program: Please know that we are not able to provide hot lunches at this time. We will provide breakfast and 2 snacks a day. Parents are encouraged to bring a lunch for their child daily. We discard food/drink leftover daily that the child did not intake. For infants and toddlers, we will provide a daily note in the Procure app of the child's intake, type of food and amount eaten. We request that parents bring bottles already pre-made and labeled with the child's first and last name.

Food and beverages provided by the ACWLC are sufficient quantity and nutritional quality to provide for the dietary needs of each child according to the minimum meal requirements of the child and adult care food program (CACFP).

Field Trip: Written permission forms shall be signed by the child's parent before a scheduled field trip. The permission slips will be kept on file at the center.

Schedule of Operation: ACWLC is open Monday- Friday 7:30am- 5:30pm with the exception of all observed holidays, inclement weather, emergencies, or scheduled closure with advanced notice.

Observed Holidays: We are closed on all major holidays. New Year's Eve, New Year's Day, Martin Luther King Jr. Day, President's Day, Good Friday, Memorial Day, Juneteenth day usually fall on the 19th of the month. Fourth of July (Independence Day), Labor Day, Veterans Day, Thanksgiving.

* If the holidays fall on a Sunday, we will observe the holiday on the following Monday. Notification will be posted and sent through the Procure app in advance.

Please note we are closed annually the last week of December and the first week of January (Holiday Break) Exact dates will be given in advance annually.

Licensing Notebook

The Licensing notebook contains all the licensing inspections and special investigation reports and related corrective action plans since May of 2010.

- The licensing notebook is available to parents during regular business hours, this book is kept on in the lobby and available upon request.
- Licensing inspection and special investigation reports from at least the past 2 years are available on the childcare licensing website at
- Written documentation that the parent received the written information packet as required by subrule (1) of this rule shall be kept on file at the center.

Health Plan

The purpose of the health plan is to provide a healthy environment for all children and staff. It is very important for the prevention of childhood diseases, healthy brain development, and physical growth. Healthy children make it possible for parents and staff to work and not have to take time off which in return helps provide a steady routine and consistency of care. Upon enrollment the parents are given a health appraisal for their doctor to complete. Checking the Michigan Care Improvement Registry (MCIR) monthly allows me to alert parents to upcoming health needs. As the director I will remind parents regularly that their file indicated that their year's physical is approaching. I keep record of all immunizations and waivers. If they do not currently have a doctor a packet of

comprehensive resources such as health care centers, local pediatricians, health department and other local services can be shared. Our staff and I take ongoing professional development to stay on top of new information and work collaboratively with community services to provide the best information to families as we can.

Medication Policy:

All medications will be given only after a **Medication Release Form** has been completed. Prescription medication will need to be labeled by pharmacy with child's name, dosage, and ordering physician. We cannot administer the first dose of any medication.

When filling a prescription for your child, ask the pharmacist to divide the medicine into two containers-one for use at home, and the other to be kept at the child care center. No more trips back to the center at night for forgotten medicine! We practice the 6 R's. The RIGHT child RECEIVED the RIGHT medication in the RIGHT dosage at the RIGHT time by the RIGHT method.

Special Needs Plan

The purpose of the special needs plan is to provide services and referrals as needed for the child's needs. It is important that the center and families communicate and stay closely connected. This helps to create a strong trusted bond that is only looking out for the best interest of the child. Children all develop at their own rate, however some lack development in certain areas that can make it harder for them to continue developing successfully. The earlier that these unmet developmental milestones are realized and addressed the more successful the outcome will be. For this reason, we find it very important for families to share their concerns as we will do the same. We utilize the Ages and Stages Questionnaire (ASQ) annually to keep both the home and the program informed of the child's developmental progress. We will share these results during parent-teacher conferences annually but also anything important that should arise in-between. We encourage parents to share with us at any time any concern that they may have so we can work together to best help support the child. When the staff is made aware of concerns or things to watch for, they can best help support

the child throughout the day. It is important that the children, families, and staff feel comfortable with the care they are receiving. If we feel that the family should seek out additional screening or supports, we will gladly refer them to agencies such as Early On, Build-Up, the Intermediate School District (ISD), community partners, articles, or other specific agencies that may be able to meet the needs of the child. The staff at A Child's World Learning Center continually attend trainings that help them stay and become more educated on children's diverse needs and how accommodations can be made for their success.

* Parents with special needs children will be given a daily note in the app and provided with one-on-one support through an assigned caregiver.

A Child's World Learning Center

Behavior and Discipline Policy

Cause for Dismissal

ACWLC practices positive methods of discipline that encourage self-control, self-direction, self-esteem, and cooperation. Children under 3 do not receive time outs. We practice the use of our calm down corner instead for all children. This is a safe space to calm our bodies and or express emotions.

Hitting, spanking, shaking, biting, pinching or inflicting other forms of corporal punishment are prohibited at ACWLC.

Children are usually very willing to cooperate with their teachers/caregivers. They want to please; however, the time inevitably comes when correction is needed.

ACWLC Policy is to handle this in a positive way. Mild and positive techniques of control will apply by staff as follows:

Step 1: A misbehaving child will be spoken to directly. The rule involved will be discussed. The child will be encouraged that he/she is a good little boy or girl, but we cannot act this way at A child's world Learning Center.

Step 2: Non-severe restraint may be used to prevent a child from hurting himself or other person or from destroying property. When a child misbehaves, he/she maybe redirected or removed from the situation by sitting next to a teacher/caregiver for quiet time or reflection time.

Step 3: If the child continues to ignore the rules, he or she will be spoken to directly by the Programs Director or Designee.

Step 4: If the problem behavior persists, a note will be sent home and the parent will be required to meet with the Teacher/Caregiver and or Director to discuss the situation and agree upon an action plan to correct the behavior. We like to partner with parents to collaborate corrective action plans and remain consistent.

When a child's behavior is not deemed controllable using the above methods, parents will be called in immediately, at which time the parents will meet with the Director and may be asked to remove their child from ACWLC for the remainder of the day.

Step 5: After a reasonable period of time, it becomes obvious to the staff that a child isn't conforming to the center; the child will not be allowed to return to A Child's World Learning Center.

Biting Policy

Younger children who do not have adequate verbal skills will occasionally resort to biting to communicate with each other. Because of the possibility of spreading germs and infection, biting will be considered a serious matter. Also due to age differences, each situation will be considered and dealt with on an individual basis. These steps will be followed:

Step 1: Parents will be notified immediately if /when their child begins biting frequently.

Step 2: Parents will be required to work out an action plan with the Director or Teacher/Caregiver to correct the misbehavior.

Step 3: See step 2 from the Behavior Policy

Step 4: After a reasonable period of time if the child does not refrain from biting, he will be terminated from A Child's World Learning Center.

Occasionally, the behavior of the parents can become a significant problem for the center. Parents arriving at ACWLC and appearing to be drunk or under the influence of drugs will be asked to withdraw their child from ACWLC. Also, parents unable to converse with staff in a civil and calm manner can cause an upsetting atmosphere for the workers and the children. Foul language, outburst of anger, threats or any other unsettling or antagonistic behavior may make it necessary to dismiss the child from A Child's World Learning Center.

Infant Daily Routine Schedule:

7:00 – 8:00 am	Parent Check-in / Reporting
8:00 – 9:00 am	Breakfast / Morning Snack
9:00 - 10:00 am	Circle Time
10:00 - 11:00 am	Quiet Individual Activities
11:00 - 11:30 am	Story Time and Prepare for Nap
11:30 - 1:00 pm	Nap Time
1:00 - 1:30 pm	Sensory Activities / Art
1:30 – 2:00 pm	Outdoor Time – Stroller or Walking
2:00 – 2:30 pm	Afternoon Snack
2:30 – 4:30 pm	Afternoon Nap / Quiet Time
4:30 – 5:00 pm	Floor Time
5:00 – 5:30 pm	Music / Singing
5:30 pm	Check Out / Reporting

Toddler Daily Routine Schedule:

7:00 – 8:00 am	Parent Check In / Reporting with Parents
8:00 – 9:00 am	Breakfast and Clean Up
9:00 – 10:00 am	Group Time - Conversation, sing-a-long, concept games
10:00 - 10:30 am	Learning Centers - Vary from week to week
10:30 – 11:00 am	Outdoor Time (weather/season dependent) / Gross Motor Activities
11:00 – 12:00 pm	Lunch and Cleanup
12:00 – 1:00 pm	Arts and Crafts (coloring, cutting and pasting, Play-Doh)
1:00 – 1:30 pm	Outdoor Time (weather/season dependent) / Gross Motor Activities
1:30 – 2:30 pm	Free Choice of Activities /Preparation for naptime
2:30 – 3:30 pm	Quiet Time / Naptime
3:30 – 4:00 pm	Snack / Cleanup
4:00 – 4:30 pm	Fine Motor Skill Activities (blocks, weaving, pipe cleaners)
4:30 – 5:00 pm	Story / Music and Singing Time
5:00 – 5:30 pm	Prepare for Pickup / Free Activity Time
5:30 pm	Checkout/ Reporting with Parents

Preschool Daily Routine Schedule:

7:00 – 8:00 am	Parent Check In / Reporting with Parents
8:00 – 9:00 am	Breakfast and Clean Up
9:00 – 10:00 am	Group Good Morning and Activities (Singing, Story)
10:00 – 10:30 am	Individual Activities (Books, Puzzles, Blocks)
10:30 – 11:00 am	Outdoor Time - (weather/season dependent) / Gross Motor Activities
11:00 – 12:00 pm	Lunch and Cleanup
12:00 - 1:00 pm	Fine Motor Skill Activities (handwriting, coloring, counting with beads)
1:00 – 1:30 pm	Outdoor Time - (weather/season dependent) / Gross Motor Activities
1:30 – 2:30 pm	Free Choice of Activities /Preparation for Naptime
2:30 – 3:30 pm	Quiet Time / Naptime
3:30 – 4:00 pm	Snack / Cleanup
4:00 – 4:30 pm	Arts and Crafts / Learning Centers (vary from week to week)
4:30 – 5:00 pm	Music and Singing Time / Interactive Video
5:00 – 5:30 pm	Prepare for Pickup / Free Activity time
5:30	Checkout/ Reporting with Parents

TERMINATION OF CONTRACT

It is our mission at A Child's World Learning Center not only to provide as safe comfortable environment for your child, but also to assist in positive social interaction with other children as well. Every effort will be made to make your child feel loved and part of a nurturing environment. However, in the event that your child adjustment is unfit and all attempts have failed, we reserve the right to terminate this contract.

By signing this contract, you are agreeing that you received the parent handbook and that you will adhere to the policies and procedures of A Child's World Learning Center.

Parent/Guardian Signature: _____

Date: _____

Parent/Guardian Signature: _____

Date: _____

Directors Signature _____

Date: _____

WE AT ACWLC LOOK FORWARD TO PROVIDING YOU WITH QUALITY DAY CARE AT AN AFFORDABLE PRICE!