

Gun Lake Child Care

~Parent Handbook~

I don't wear power suits, make speeches, or drive a fancy sports car.

I've never talked on a car phone, made a big sale, or been elected to the Senate.

I don't "do lunch", have a big impressive office or carry a beeper.

I spend my days wiping away tears, giving hugs, and serving chicken nuggets.

A good day is when I go through a whole day without a temper tantrum, bite mark or a toilet training accident.

My "office" is a room full of brightly colored toys and laughing children.

You may not think that what I do is very important and you may even whisper behind my back "What a waste of a good mind."

But I know better.

I make a difference because I'm changing the world one child at a time.

Everyday I'm getting the once in a lifetime chance to touch the future.

I'm proud to say, "I'm a childcare provider."

~by Marti Doyle~

Deb James ~ Administrator

Cindy Sweeney ~ Licensing Program Director

12200 W. M-179 Hwy

Wayland MI 49348

269-795-7903 ext. 30 (Deb) ~ ext. 60 (Cindy)

deb@gunlakechurch.org ~ cindy@gunlakechurch.org

License Statement

Gun Lake Child Care is licensed by the Michigan Department of Human Services and either meets or exceeds their regulations for Child Care Centers. These regulations were developed to assure the welfare of your child.

We welcome children ages six (6) weeks to ten (10) years of age. We do not discriminate on race, color, sex, national or ethnic origin. We provide care for all children, regardless of parental religious affiliation.

Enrollment

We do accept full time, part time, and drop in based on space availability. Parents who currently have children enrolled have the first opportunity to fill vacant spaces. When the Center has reached capacity, a waiting list will be established. **A three day minimum contract is required beginning January 2017. This does not apply to existing families with current contracts.**

The following forms must be completed and on file at least two weeks prior to the child's FIRST DAY of attendance.

1. Child Information Card (white card)
2. Health Appraisal Form & Immunization Record signed & dated by Physician
3. Parent/Provider Contract
4. Registration Fee (\$30 per/child -or- \$50 per/family)
5. Signed Sick Activity Authorization Form
6. Signed Medication Form
7. Signed Photo Release
8. Signed Sick Policy
9. Last page of the Parent Handbook signed and dated

All the above forms are kept in confidential files and become the property of Gun Lake Child Care. They will be kept for four (4) years, even if your child leaves the Center.

Parents agree to inform the Center of any changes in the information contained in any of the above documents, especially updated vaccination records.

Staff

Our staff is chosen for their love of God, passion for children, experience and education. There is at least one staff member in the classroom with early childhood education.

All staff members must pass yearly background criminal checks, CPR, AED, First Aid and Blood Borne Pathogen training. All staff members are also required to attend 16 hours of yearly training related to Early Childhood Education.

Philosophy

Gun Lake Child Care is dedicated to a high standard of excellence in providing opportunities for the physical, mental, social, and emotional growth of each child.

The environment and daily routines are carefully planned by our Lead Caregivers to provide challenging and interesting theme-based Christian activities for children at each developmental level.

Time is allowed for meaningful play, music, literature, art, small and large motor activities as well as both adult and child-led activities that children experience daily.

Mission

We are a ministry of Gun Lake Community Church. We exist to provide a safe Christian environment for children of the community.

Our goal is to support parents in their roles at home and to equip children with a solid biblical foundation.

Hours of Operation

The Center will be open from 7:00 a.m. - 5:30 p.m. Monday through Friday.

No Child Care will be provided on Saturdays, Sundays, or the following holidays:

- Memorial Day
- Fourth of July (day(s) off depends on how the 4th falls during the week)
- Labor Day
- Thanksgiving Day and the day after (Friday)
- The week between Christmas and New Year's unless otherwise noted on your yearly "Days we will be Closed schedule".

One month notice will be given prior to any additional closed days, with the exception of emergencies.

Parents will not pay for days which are listed above or full days we are closed due to weather. If the event of an early closure, parents will pay for the time your child/children are in attendance (1/2 day for 5 ¼ hours or less or full day for 5 ¼ hours or more).

Please have a back up Child Care provider in the event the Center has to close due to weather conditions, power outages, water loss, or heat loss.

Gun Lake Child Care is not responsible for finding alternate care for your child.

Gun Lake Child Care will remain open on school snow days. Full day care will be provided to bus children who have younger siblings currently enrolled at the Center. Parents must provide a lunch, bedding for rest time and appropriate outdoor clothing for current weather conditions.

In the event of severe weather where we need to close and your children haven't arrived at the Center for the day, we will post our closing information on WOOD TV 8 by 6:00 a.m.

Tuition Rates

(rates effective January 1, 2017)

*Changes are highlighted below.

Infants ages 6 weeks-12 months old

\$40 per day / \$200 week

Wobblers ages 2 – 3 years

\$40 per day / \$200 week

***Toddlers ages 2-3 years**

\$40 per day / \$200 week

***Young Preschool ages 3-5 years**

\$35 per day / \$175 week

***Preschool Wrap-Around**

\$30 per day (when Preschool is in session)

\$35 per day when in Child Care a full day

Daily Rate (for bus students only)

\$7 for morning and \$7 for afternoon or \$14/day for both

Add an additional \$7 for half days. Full day care will be \$35.

Family Discount

A 10% discount is provided to full time children who have a full time sibling enrolled from the same immediate family. Full time is defined as both children in the program eight or more hours on a daily basis, Monday through Friday.

Payment Procedures

Early Drop Off / Late Pick Up Fees: \$1.00 per minute that your child is dropped off early (prior to 7:00 a.m.) or picked up late (after 5:30 p.m.). These fees are due with the next week's tuition payment. If payment is not received the following week, a \$20 late fee will be incurred as this will be considered a late payment.

Late Payment Fee: Any payment not received Friday by 5:30 p.m. for the week of services will incur a \$20.00 late fee.

Returned Check Fee: A \$25.00 fee plus any additional costs that the Center may incur for a returned check will be your responsibility to pay. Fees may be subject to change without notice.

Matters of Money

All payments are due on Friday at 5:30 p.m. for the week of service. After 5:30 p.m., a late fee of \$20 will be assessed. If payment is not made within three (3) days at drop off, your child will not be accepted into care until payment, including fees, is made. If a period of two weeks passes without payment received, the contract between the Center and parent will be terminated and your child/children(s) position(s) filled.

Child Care tuition is due regardless of whether or not your child attends. You are paying for a position, as well as a service. Examples are sickness, vacation, etc.

All Child Care services will be contracted. The contract is a legal document obligating the Center to provide a service for you and obligating you to pay the Center for that service. There are other requirements in the contract. You are urged to thoroughly read the contract and realize that it is legal and you will be held liable for each item of the contract. By signing it, you are accepting it in all terms.

Child Abuse/Neglect

We are required by law to report any suspected signs of child abuse and/or neglect. We cannot turn our heads on a child that has been or appears to have been abused or neglected. Therefore, the Center will contact the Child Protective Services when it appears that a child in our care is being physically, sexually, or emotionally abused, neglected, or exploited.

Classroom Management

- Respect and appropriate use of classroom property is required.
- Respect and appropriate behavior to Child Care staff and students is a must.
- No guns, knives, or weapons of any kind will be permitted in the school.
- No hitting, biting, pinching, scratching, pushing, hair pulling, kicking or hurting others or themselves is allowed.
- No name calling, yelling, foul language, teasing or bullying others. Everyone deserves to be treated with respect at all times.
- No toys from home are allowed at anytime. A blanket and one stuffed animal are acceptable at naptime only.
- No leaving the building or playground without an adult at any time.

Discipline is handled with kindness and understanding, with the best interest of the child always kept in mind. When a verbal reminder and/or warning does not solve a problem situation, a child will be asked to sit apart from the group for a short time within the teachers sight. Our staff will never use any methods that may frighten, shame, or humiliate children, nor will they use any type of verbal abuse, threats, derogatory remarks, or deprivation of meal or snack. No child will ever be punished for toilet accidents. We will work with parents regarding individual discipline if the need arises. However, in serious incidences, we reserve the right to ask parents to pick up their child immediately if any of these problems occur.

Classroom Management for Specific Classrooms:

INFANTS: Caregivers will remove the child from the situation and engage the child in another activity.

TODDLERS: Caregivers will remove the child from the situation, speak to the child concerning the choice they had made and return them to the activity in which they were involved prior to the removal.

YOUNG PRESCHOOL: Caregivers will remove the child from the situation, speak to the child concerning the choice they had made and return them to the activity in which they were involved prior to the removal.

PRESCHOOL (3, 4 & 5 year old program): Caregivers will remove the child from the situation, speak to the child concerning the choice they had made and return them to the activity in which they were involved prior to the removal.

Communicable/Contagious Disease

Children may not attend Child Care if they have a communicable illness. Notification of the disease or problem will be communicated to all parents by postings in each classroom, and/or phone call or letter sent home. The Health Department will be notified as well and all directives from them will be followed by the Center.

Children may return when symptoms are no longer apparent or with a Physicians written permission.

If you have found that your child has a communicable disease (i.e. Norovirus, chicken pox, head lice, etc.), please contact the Center at once. Sanitation procedures will be taken immediately and all parents notified.

Confidentiality will be observed at all times.

Confidentiality

The information that you supply to Gun Lake Child Care will be kept confidential. We will, at all times, respect your privacy. Before any of the information is released to outside persons, parents will sign a release form. The only time information may be released without parent consent is in the case of an emergency or if requested by the local Health Department and/or our State Licensing representative.

All medical information will also be shared with medical personnel as needed.

Court Order

If there is a court order keeping one parent or guardian away from the child, the Center must have a copy of the court order in the child's file. Without it, the Center cannot prevent the non-custodial parent from picking up the child.

Curriculum Development

Gun Lake Child Care will assist young learners in building knowledge, passion and skills for Christ. The Child Care will enable them to become more eager learners, creative thinkers, confident problem solvers, and sensitive, compassionate children of God.

Our goals include but are not limited to:

- To introduce children to God’s love and grace.
- To respect the dignity and character of each child.
- To preserve and nurture the natural creativity of each child.
- To allow each child to question, explore and develop at their own rate.
- To be active partners in their learning process.
- To help each child move toward their optimal potential for spiritual, social, intellectual, emotional, and physical growth.
- To encourage independence.
- To develop trusting relationships.

Your child will have the opportunity to learn in many ways. All children learn through a multitude of experiences. Some children are auditory learners, some kinesthetic, and some visual. This means they are all “individuals.” They will be able to experience daily learning through arts and crafts projects, cooperative learning activities, music and movement, group games, individual teacher time, and specialized games and initiatives. We encourage cooperative learning instead of competitive learning.

Through our learning centers, we develop creative play and cooperative learning. The games and activities are designed to encourage individual learning and success.

Daily Procedure

- You must walk your child in and out of the building.
- Please do not allow your child to leave the building or play near vehicles at any time unattended.
- The Center will assume responsibility for your child only while he/she is on the property and properly signed in. Once signed out, the children are the responsibility of their parents/approved adult picking up.
- No child will be allowed to leave with anyone except the parent, unless indicated on the white card, or without written permission from the parent. Telephone permission will **not** do.
- Anyone unfamiliar to the staff will be required to show proof of identification. Please make alternate pickup person aware of the requirements.
- If the person picking up the child appears to be under the influence of alcohol or drugs or does not have a valid driver's license, the parent will be contacted to pick up both child and adult.

Daily Routine

(each classroom has their own individual schedule posted in their rooms)

7:00 a.m. – Child Care Center opens

7:00 – 8:45 a.m. – Free Play

8:45 a.m. – Table Time

9:15 a.m. – Breakfast Snack

9:35 a.m. – Story Time

9:40 a.m. – Circle Time

10:00 a.m. – Outdoor Time

11:00 a.m. – Center Time

12:00 p.m. – Lunch Time

1:00 – 3:00 p.m. – Nap/Rest Time

3:15 p.m. – Afternoon Snack

3:30 p.m. – Craft Time

3:45 p.m. – Free Time

4:15 p.m. – Outdoor Time

5:30 p.m. – Center Closes

Daily Supplies

All supplies must be labeled with your child's name. You will need to provide the following things to be left at the Center:

- A complete change of clothing (more if we are toilet training).
This includes shirts, pants, socks, and underwear.
- A jacket or sweater if needed.
- One stuffed animal and blanket, if needed at rest time for children older than one.
- Any over the counter medicine that needs to be administered. This must be labeled with the child's full name. (You must also sign a permission form before we can administer any medication to your child).
- In the summer you will need to supply sun block and bug spray if you want it to be used on your child.

For children younger than 18 months (and those not yet potty trained and/or weaned from the bottle):

- Diapers or Pull-ups, 1 full package. They will be stored in your child's bin and you will be notified when the supply is low.
- Please leave one pacifier at the Center if used by your child.
- Formula or Breast Milk, if applicable. Please date and label with your child's first and last name, content (breast milk, formula) and current date. If you send formula it must be premixed in your child's bottle.
- Two changes of clothing (t-shirt, sleeper, outfit, socks). Pay careful attention to maintain current size left at the Center.
- Any cream or powder you wish for us to use.
- Baby Tylenol or Orajel (must have a signed permission/medical form).

If you prefer, you may send them daily in a diaper bag. The option of leaving these items here is for your convenience and is not required.

Dress Code

Please dress your child appropriately. The activities may be messy. Do not send your child in clothing that you do not want stained. Weather permitting; we will spend daily time outside. *In the winter months, please make sure you send snow pants, boots, hats, gloves, and coats so that your child can enjoy winter play.* If your child is too ill to play outside they are too ill to attend Child Care. In the summer make sure you send a swim suit and towel for sprinkler time and water activities (balloon toss, water table, etc.). You will also need to supply a complete change of clothing in case of accident. Suntan lotion and bug spray are also recommended. Please label all items with your child's name. **It is a State of Michigan Licensing requirement that all children must go outside daily. We will not bring your child outside if it is raining/sleeting; low wind chill or the temperature is below 25 degrees. It is your responsibility to make sure your child has the proper outdoor clothing with them everyday.**

Emergency Procedures/Weather Closings/Power Outages

In the event of a fire, children will be accounted for, evacuated from the building, and remain by the shed in the east parking lot (Toddlers and Preschoolers) or by the north light pole in the west parking lot (Infant, Wobbler and Young Preschool Rooms). Fire drills will be held at least four times throughout the year.

In the event of severe weather or a tornado warning, children will be evacuated from the classrooms to a designated safe space. Severe weather drills will be held every spring and fall.

In any emergency situation, if you choose to pick up your child, the child will only be released to a person listed on the white emergency card.

Occasionally the Center needs to close due to a power outage. Public Health Code dictates that we cannot remain open. When the Center does decide to close you will be called immediately and will be required to pick up your child within one half hour.

Parents will be charged for the time your child/children received care.

Family Communication

Communication is very important to Gun Lake Child Care. When we accept a family into our Center, we like to be sure that we can share openly any concerns or questions that may arise. We feel that we are a team raising your child. Each staff member grows to love each child that they have in their care and are always glad to have a chance to be a part of their lives.

We welcome questions, feedback, or discussions of any kind that affect a positive outcome for the child. Sensitive issues will be discussed with the Administrator and/or Licensing Program Director by a scheduled conference. Feel free to call anytime during a normal business day and a staff member will take a message or you can leave a message with the Administrator at 269-795-7903 ext. 30 or the Licensing Program Director at 269-795-7903 ext. 60.

Parents of children ages 6 weeks – 3 years of age (Infants, Wobblers & Toddlers) will receive a daily note. Some typical things that you will find on this note include: daily activities, feeding/meals, diaper changes, nap/quiet time, and things to remember to bring.

Parents should also check their child's cubby area and bags for notes, art projects, soiled clothing, and other items to be taken home. Please make sure to do this daily.

Please give written notice of any changes that may occur, especially name and address, or updated immunizations.

Health Issues

Under no circumstance is a sick child to attend Gun Lake Child Care. The children should be allowed to recover fully from illness in the comfort of their own home. Then other children or staff won't be exposed to any disease your child may bring to the Center. If you are unable to remain home with your child, it is your responsibility to make substitute Child Care arrangements. Children who have exhibited any symptoms of infectious illness within the proceeding 24-hour period are highly likely to be contagious and should remain home.

It is not possible to prevent the spread of all illness; however, minimizing exposure and providing good hygienic practice in the Child Care Center are means by which we can limit the problem and the resulting inconvenience.

Accordingly, for the benefit of all involved, the following policies will be strictly enforced.

Examples of associated symptoms include, but are not limited to:

- Fever 100 or above. Must be fever free for **24 hours** without fever reducing medicine. There are **NO EXCEPTIONS** to this policy.
- Nausea, vomiting and/or diarrhea (must be out for **48 hours** after last occurrence). There are **NO EXCEPTIONS** to this policy.
- Sore throat, loss of voice. Hacking or continuous coughing.
- Drainage (yellow, green or clear) from nose, eyes or ears.
- Rashes.
- Head lice.
- If fatigued or is not feeling well enough to participate in regular activities.
- Pink eye. Must be out of the Center for 24 hours after given proper eye drops from your Physician. A note must be given to us from your Physician stating the date your child may return.

The Center reserves the right to determine whether a child should remain in the Center where illness is a consideration. Parents of children who become ill during the day will be promptly notified and are expected to arrange to pick up their child immediately. The sick child, if possible, will be isolated from the other children to minimize exposure. If the parent cannot be reached, the person designated as the emergency contact will be notified.

Maternity Leave

If you plan to keep your child home with you while you are on maternity leave you will have to pay to guarantee your spot, or you may Discontinue Child Care and re-enroll when you would like to return. You will not be guaranteed a spot while you are dis-enrolled and you may have to wait for an opening.

Meals and Snacks

During lunch period, children are encouraged to use this time to share their experiences with each other. Manners are taught, and practiced during this time as well. The Center does not provide lunch; therefore, parents will need to provide a well-balanced and nutritious lunch, including fruits and/or vegetables and a beverage (milk or juice... NO SODA) and no candy/gum. The Center will supply two nutritious snacks during the day one in the morning and in the afternoon. They will both consist of two food groups. The children will wash their hands and say prayer before eating together. A refrigerator is available to keep lunches cool and our staff will use a microwave to heat lunches if needed. **Label all lunches with your child's first and last name and include a dated note with a list of items inside for the Infant, Wobbler and Toddler Rooms. For the Young Preschool Room, label all lunches with your child's first and last name and the date.**

Medical Emergencies

We make every effort to keep your child safe through supervision and child proofing, however minor bumps and scrapes are inevitable. Parents will be notified as soon as possible after an injury or accident. If the Administrator or Licensing Program Director is unable to contact either parent, they will call the emergency contact numbers supplied to the Center to make medical decisions for the child. If necessary, your child will be transported by ambulance to the nearest hospital. Parents are responsible for costs involved with all emergency medical treatment, including transportation if required.

Medications

No child will be given any medication, prescription or over the counter, unless written permission is given by the parent. Prescription medication must have the child's full name, name of the medication, Doctor's name, name of pharmacy, Prescription number, date, and directions for administering. The medication must be in the original container as dispensed by the pharmacy. Administration of any medication will be logged on the Medication form.

Nap and Rest Time

All children age five (5) and under are REQUIRED by the Michigan Child Care law to have a rest period. No child is forced to sleep; however, they must remain quiet. Older children, and those who wake early, will participate in a quiet activity until rest time is over. All children will rest on their cot/mat with their individual linens. When rest time is over, bedding will be put away in individual bedding bag and the crib/cot/mat will be sanitized daily by the GLCC staff.

Infants: Each Infant will have their own crib/mat and make their own nap schedule according to individual needs. If your child is under one (1) year of age, you will need a labeled crib sheet. No blankets or stuffed animals will be allowed in the crib with your child, you may however provide a sleep sac for your child to sleep in.

Wobblers: Each child will have their own crib/mat for nap time. Once the child is over a year old they will need a labeled crib sheet and can have a blanket and/or stuffed animal. All bedding/nap items are sent home at the end of each week to be laundered.

Toddlers and Preschool age children: Licensing regulations require that we provide a rest time for children attending all day. GLCC provides cots/mats for children to nap on and parents are required to provide a labeled crib sheet to cover it, and any blankets or pillows your child may want to snuggle with. All bedding/nap items are sent home at the end of each week to be laundered.

Open Door

You are always welcome to visit Gun Lake Child Care anytime your child is present. You are asked to avoid visiting during rest time (1:00 – 3:00 p.m.) as much as possible. Parents are also free to call the Center at any time to check on your child. If no one answers the phone, please leave a message and we will call you back as soon as possible.

Policy Revisions

Changes may be made to these policies as needed with 2 weeks notice. The policies, contracts, consents, and forms will be reviewed and updated, if needed. The Center will notify all parents in writing of any changes. All previous forms will then become obsolete.

Returning after an illness

Your child must be out for 24 hours after they are sent home for fever, pink eye, etc., and 48 hours for vomiting and/or diarrhea.... not just until the next morning. This is a Health Department requirement. The Center will follow all directives from the Barry County Health Department to prevent the spread of a potential outbreak.

Your child must:

- Be fever free without fever reducing medicine for **24 hours, NO EXCEPTIONS!**
- Had no vomiting or diarrhea for **48 hours, NO EXCEPTIONS!**
- Have eased cough, nasal discharge is not thick, yellow or green.
- Have no eye discharge (pink eye) and have been treated with an antibiotic for 24 hours.
A Physician's note is required stating when your child may return.
 - Have no strep throat and have been treated with an antibiotic for 24 hours.
A Physician's note is required stating when your child may return.
- Have minimal rash or determined by doctor not to be contagious.

Parents need to make alternate care arrangements for those occasions when a child is sick and unable to attend the Center.

The Center reserves the right to request a notice from the doctor pronouncing the child is able to return to the Center.

Sick/Vacation Days

In the event your child is ill and needs to miss a day, please call the Center at least one hour before your normal arrival time. Please leave a message at 269-795-7903 ext. 60. Leave your child's name, the date, specific reason for the absence (fever, cold, vomiting, diarrhea, etc.).

When you go on vacation we do ask that you notify us at least two (2) weeks in advance. Payment is still due when your child is sick or on vacation.

Sign In and Out Procedures

Parents must accompany their children to his/her classroom and check in with the classroom staff. You are also responsible to make sure your child's coat, boots, lunch, etc. are settled in the appropriate place. When picking up your child, the parent must check in with the classroom staff and bring their child's items home that were brought in that morning. Children can only be released to authorized persons listed on the white card, **no exceptions.**

Toilet Training

The staff at Gun Lake Child Care will assist you in toilet training your child with the understanding that it will be successful only if we work together. The Center will use cotton underwear or pull-ups supplied by the parent. Send your child ONLY in easy on/off clothing until they are able to completely undress and dress themselves. We will require at least five complete changes of clothing during Toilet Training. The Center cannot launder soiled items and will send them home in a plastic bag. Please replace any clothing sent home the next day. Children will begin toilet training at the Center once parents are having success with training at home for at least two weeks. We follow the toilet training guidelines from the Division of Child Care Licensing. Your Toddler Lead Caregiver will give each parent a copy.

Toys

Children may bring a blanket and one stuffed animal for their daily nap (except Infants under one year of age). Please **do not** send toys to the Center with your child.

Gun Lake Child Care assumes NO responsibility for lost, stolen, or broken toys from home.

Withdrawal Policy

If you chose to withdraw your child from Gun Lake Child Care, you are required to notify us in writing with two weeks notice. Tuition will be charged regardless of whether or not your child is in attendance during their final two weeks.

We reserve the right to terminate any enrollment at Gun Lake Child Care due to the following reasons:

- Failure to comply with the policies set forth in this book and contract.
- Abuse of children, staff or property.
- Inability to meet a child's needs.
- Non-payment of Child Care fees or late and/or recurring late payment of fees.
- Failure to show up five days in a row without any communication.
- Failure to complete forms and/or keep updated Health forms and immunizations records on file with the Center.

Updated & Revised on 11/21/16 – DJ/CS

Please sign and return this sheet with the attached paperwork

I have received and read the Gun Lake Child Care Parent Handbook. I understand all that is written in this handbook and understand it is my/our responsibility to comply with everything stated.

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

11/21/16 – DJ/CS

