

# It's A Small World Daycare, LLC. DAY CARE PARENT HANDBOOK



Welcome to

It's A Small World Preschool and Daycare

Dear Families,

Welcome to It's A Small World Daycare, LLC. (ISW). All of us, parents, and staff, make up a team that works hard at providing quality care through nurturing and guidance for your children. The Parent Handbook has been compiled by parents and staff to explain ISW's philosophy, guidelines, and expectations. Please read through and feel free to contact the Executive Director, Danielle DeSano-Smith, or Site Director, Megan Coburn, if you have any questions.

The primary objective of ISW, is to provide safe, nurturing, and developmentally stimulating care for your child. ISW goals include making sure that your child feels comfortable and secure in a setting where he or she can grow and explore, socially and intellectually.

ISW and all of its programs are licensed by the State of Michigan Department of Consumer and Industry Services and accredited by Great Start to Quality. The ISW Team is looking forward to getting to know you and your child(ren). Your suggestions and contributions are always welcome!

ISW is pleased to now offer a GSRP hybrid classroom starting 2024/25 for qualified children turning 4 by 12/1/2024. Families can qualify based on income and other risk factors resulting in free Pre-K during the school year from 8:00 am to 3:00 p.m. GSRP spaces are limited.



Sincerely,

Danielle M. DeSano-Smith

Mother, Friend & Executive Director

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## I. Our Center

### History

Owner and Director Danielle DeSano-Smith opened ISW as an Group Home childcare facility in 1992. Although ISW began as a summer camp for school-age children, in the fall of 1992, we quickly realized the need for quality infant and toddler care in the community and stayed open to offering a year-round program. Danielle's husband, James I. Smith, joined her shortly before the birth of their first child in 1996. In 2000, ISW changed locations from Ann Arbor to Ypsilanti. In 2005, Danielle and James opened the Explorer Club School-Age Program at 8318 Carpenter Road. In 2008, ISW moved its Infant, Toddler, and Little Adventurer (2 ½ to 4 yr. old's) programs to the same location as Explorer Club. The biggest excitement yet came in 2023 when ISW purchased its own building at 4599 Carpenter and moved at the end of the year adding an older toddler Happy Hopper Classroom.

### Philosophy

Our philosophy is designed to enhance the whole child in a positive atmosphere of warmth and caring. Through our awareness of child development and consistency, our goal is to meet the social, emotional, physical, and intellectual needs that are unique to each child. Children learn through their daily experiences and routines to make decisions, to carry out responsibilities, to express themselves creatively, and to discover friendships. Children are exposed to music, movement, art, science, reading, dramatic play, small and large motor, and life skills. Themes and activities are planned around the interests of each group of children and staff. A daily schedule helps to provide a familiar flow to each day. It balances learning through active and quiet play with child- and teacher-directed activities within various learning centers and sessions. We strive to achieve these goals through the partnership of children, parents, staff, school, and community.

### Curriculum Information

ISW uses HighScope Preschool Curriculum based on more than 50 years of research in early childhood development. Children use active learning, hands-on exploration of materials, shared control between teachers and children, and a whole-child approach to learning. High Scope is a way of working with children based on the idea that children learn best from active learning experiences which they plan and

Carry out themselves. In this way children learn that they are capable, able to make decisions and solve problems about activities which are personally meaningful to themselves. In a HighScope Classroom, children are guided to explore, interact, and explore, interact, and exercise, their creative imagination through purposeful play.

### Developmental screening tools and Ongoing assessment

**ASQ:** The Ages and Stages Questionnaires is a screening tool that can be used to assess development for children's first five years of life. ASQ meets the recommendation by the California Department of Social Services to use standardized tools to identify children for referral. ISW works with families in completing the ASQ's together twice per school year.

**Kambyu: CORADVTAGE** via Highscope, easily captures and shares your child's development, so you'll never forget; from fun pictures and stories to developmental milestones. You'll receive daily updates on your child's development and activities to your email or smartphone app – 36 Learning Areas each have 8 levels where teachers observe and support children's growth.

### The Staff

ISW Teachers are Early Childhood Educators dedicated professionals specializing in the developmental needs and education of young children. We feel the quality of our program is highly contingent on our teachers/staff members. Most of our Lead Teachers have degrees in child-related fields and a minimum of 3 years' experience. Employees of ISW are First Aid and CPR certified and receive at least 24 hours of child development related training every year. All employees must pass criminal, abuse and physical clearances. Please see our Teacher Board to read their autobiographies. ISW strives to retain the Best Teachers by offering a benefit package including insurance, vacations, paid holidays, employer matched IRA and trimester reviews with incentives.

### Reflecting Diversity and Respecting Differences

Our program strives to reflect diversity and respect the differences of all individuals and families. We may have families with varying parenting styles, values, and beliefs other than those of your family. Our children have daily opportunities to explore diversity through the curriculum, books, music, learning areas, dramatic play props, etc. ISW believes that our differences should be valued and accepted by all. We know from the beginning of a child's life, they are exploring and learning about the world around them.

### Special Need; Reflecting Diversity and Respecting Differences

Our center employs and serves staff, children, and families of all needs. ISW works with outside services including Early On, WISD and private OT and PT providers. ISW will partner with families and services to ensure we support children in creative ways.

- a. ISW and EC will provide reasonable accommodations without discrimination regarding a child's special needs or impairments. It is expected that the child's parent or guardian shall communicate the nature of the child's special needs or impairment and any relevant information regarding the child's care on the Child Information form, turned into the center prior to the child's first day in the program.
- b. ISW & EC requests a copy of a child's IEP or diagnosis if applicable 2 weeks before start of care. This time allows us to learn and prepare for accommodation necessary.
- c. Due process rights of students with special needs and their parents under Section 504 of the Rehabilitation Act of 1973 will be enforced.
- d. We believe children are naturally curious about their bodies, and we know that, through day-to-day interactions, questions and behaviors will arise. We believe, as curiosity is a natural and positive process of learning, that this inquisitiveness must be handled delicately and in a positive light. The ISW, staff will encourage privacy and will never shame students for their curiosity of their own bodies.
- e. We believe staff can be a positive influence in supporting parents in this process. In responding to children's questions and behaviors, staff will positively defer questions to parents or guardians. If the need arises staff will use correct names to identify parts of the human or animal anatomy.

### Discipline Policy

Discipline is to guide, teach, and help the child develop the internal controls to behave appropriately. Our staff uses positive behavior management techniques to help children understand adult expectations for behavior, to anticipate possible conflict situations, and to intervene in a timely manner to prevent problems from occurring or escalating. Teachers circulate, and strategically place themselves within full view of the room and outdoor areas, and use humor, imagination, redirection, and consistency to assist the children in developing self-control. Staff do not: use corporal punishment or frightening methods of control; isolate; humiliate; or withhold food or sleep as a punishment. Emphasis is placed on teaching alternative behaviors and giving each child situations to practice and establish new, acceptable habits. Staff may utilize a "cooling off" only when a child is in danger of hurting him/herself or others. This brief period is intended as a time for the child to regain his/her self-control in order to better communicate and listen to the needs of all involved. When necessary, a parent-teacher conference will be

requested to employ future strategies for all involved. ISW . reserves the right to withdraw any child who endangers the welfare of other children, staff, or our program. ISW LLC. also reserves the right to withdraw any child whose parent, guardian, or family representative endangers the welfare of the Children, staff, or program.

## II. Enrollment & Financial Information

### REGISTRATION PROCESS

**Enrollment:** Enrollment is year-round at ISW, LLC.. We are licensed by The State of Michigan to enroll children ages 6 weeks through 12 years of age. We offer part- and full-time schedules. Acceptance into our program is only limited by space availability, completion of all necessary paperwork, and payment of registration and tuition. Care is provided on a priority basis to meet full-time childcare needs. Part-time care may be available for no less than 2 days per week for children preschool-aged and younger. Waiting lists are routinely updated, checked, and revised to assist parents in placement of their child/children. Current Families receive priority placement however must follow all other waitlist processes/fees. A schedule change, with a 2+ week notice via written request (e-mail), can be made available depending on space and approval by a supervisor, for a fee of \$25 per schedule change.

**Enrollment** (for GSRP please see section at end of handbook.)

We will conduct all practices relating to recruitment and enrollment of children, discipline, and other terms, conditions, and benefits of the childcare program in a manner that does not discriminate on the basis of color, race, religion, national origin, sex, or handicap.

**Holding a Space for Pre-K and younger:** Once an ISW Registration form and registration fee is submitted, families can hold a space for up to 30 days. Tuition requirements of being paid on the 15<sup>th</sup> of the month previous will apply unless last minute enrollment incurs. In this case, tuition will be required at least 48 hours before their start date.

**A Family Visit** is mandatory for both parent/guardian and child about 5-10 days prior to enrollment. The lead teacher may be contacted to schedule a time that is best for all parties.

**The following is required to complete registration for the program:**

Registration/Enrollment Form – including start date and contracted schedule. We staff to children's schedule. Schedule may change after form is completed.

Signed Parent Handbook Contract – particular to ISW, or EC

Registration Fee: A registration fee of \$75 for ISW, Children and an annual renewal enrollment fee of \$50 for ISW, Children assessed every September. (There is no registration fee for GSRP only), Wrap Around Care requires a \$50 fee and additional paperwork.) There are separate annual registration fees for summer camp and Explorer Club respectively. Children who withdraw from continuous care at any time are required to re-register to secure a space.

**The following are required to be submitted at least 48 hours before a child begins attending an ISW, or EC program:**

1. Emergency Card – Important child information

2. Every Child Is Special and Unique Profile – A form provided by ISW, electronically, about your child's likes, dislikes, and daily life

3. Family Photo- Should be emailed to [office@smallworlddaycare.org](mailto:office@smallworlddaycare.org) and we will print and post.

. \*\*Health Appraisal form, including a physical and immunization record, is needed by the third week that a child attends if the child is Pre-Kindergarten or younger. At 3 years old, the Health Appraisal is only needed every 2 years however the initial form must be within the last calendar year from the start date of care. Any severe Allergy or Asthma must have an action plan and the medication needed to be left on site, before the child may remain in care.

\*\*Emergency Information (Updates): Contact and Enrollment Forms must be kept updated with current phone numbers, addresses, emergency numbers, and other pertinent information in case an emergency situation occurs. Parents/Guardians must promptly notify the Center of any changes in contact or pertinent child information. In addition, custody and/or restraining orders can only be enforced with the proper legal paperwork on file at the center.

\*Contacts can only be fully removed by the office staff, please regularly monitor your contacts through your child's Brightwheel profile and send a message to the office regarding any changes needed. You will need to complete new forms to remove any previous contacts.

## CONTRACTS AND SCHEDULES

**Childcare Schedule:** You are contracting for a childcare space in our center. Staffing patterns are determined by the schedules contracted by you and other families. Therefore, you must adhere to the contracted schedule selected on your enrollment/registration documents. No variance is permitted unless cleared by the office in advance in writing.

- a. You may add additional days (space permitting) to your child's schedule on a 'drop-in' basis. To add 'drop-in' sessions, you must e-mail the office at [office@smallworlddaycare.org](mailto:office@smallworlddaycare.org) and wait for approval. The fee is increased by \$2.00 per session.
- b. Fees are based on the schedule for which you registered your child. No credits or deductions will be made for sick days, absences, holidays, school camp days, field trips, snow days, or other emergencies resulting in school closings unless requested as a scheduled vacation day.

**Withdrawal Policy:** A 30-day written notice is required to withdraw your child from the program. Families will be responsible for all tuition incurred until and for 30 days after the written notice is received by the ISW office. ISW will work with families to prepare their child for this upcoming transition with conversations and a memory book.

**Absences and Vacations Credits:** If your child is unable to attend a regularly scheduled day, please notify ISW as soon as possible. If you do not contact staff or you arrive at daycare after 9:30 a.m., your space may be forfeited for that day. No credits or deductions will be made for absences. Families receive 1 week of their child's weekly schedule to use for vacation days. Vacation days reset on September 1<sup>st</sup> each year and unused vacation days will not roll over to the next school year. **Vacation Credits must be requested 2+ weeks in writing or email to be credited.**

**Hours of Operation:** Although the center is open from 6:45 a.m. until 5:45 p.m. (summer camp hours may vary), your child's schedule has specific hours and dropping off earlier or picking up later than your contracted scheduled hours may result in 'drop-in' charges and late pick up fees.

**10 Hour Days:** For the well-being of your child, we ask that he or she not attend day care for more than 10 hours a day. If you feel you will be unable to adhere to this guideline, please speak with the Director prior to enrollment.

**The Center is closed for the following holidays:** Martin Luther King Day, Memorial Day, Juneteenth, Monday through Friday for the week of 4<sup>th</sup> of July, The last Friday prior to the start of the new school year, Labor Day, Thanksgiving Thursday, Thanksgiving Friday, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day. If a holiday should fall on a weekend, the center will close on the weekday closest to the holiday.

## Pick up and Drop off Procedures

**Arrival:** Parents are expected to accompany their child into the classroom to assist their child with removing outer clothing, making sure that the child is comfortably settled into the classroom, and is under the care of a teacher before leaving. Please take time to verbally communicate any pertinent information about the child's well-being to the teacher in charge and please remember to say "Goodbye"

## Saying "Goodbye"- The Four B's

- **Be Aware of your own feelings!** Try not to pass your anxieties on to your child.
- **Be Firm!** "Goodbye, I'm leaving now. I love you." Then promptly leave. Try not to say, "Is it OK if I leave now?"
- **Be Specific!** Young children have a hazy sense of time. "I'll see you right after snack" is better than "I'll see you later".
- **Be There!** If you are going to be late or if someone else will be picking your child up, be sure to let your child know.

**Daily Departure:** When picking up your child, sign him or her out for the day using the Brightwheel tablets in the hallways, be sure staff are aware he or she is leaving, and check his/her cubby for artwork, dirty clothes, notices, etc. Once you have your child ready, you must monitor and help reinforce our policy that children stay with an adult at all times.

**Sign In/Out Responsibilities:** Parents/Guardians or those responsible for drop-off and pick-up must sign the child in and out using the tablets at the ISW/EC entrance. This is crucial for several reasons: for safety and liability purposes, the Sign In/Out record gives the staff an accurate attendance at any time throughout the day; For financial and legal purposes, it is utilized to track the number of hours your child is in attendance. Failure to properly punch in or out your child will result in a \$10 fee per occurrence.

\*\*\*Drop-ins that have not been pre-approved may not be accepted due to ratios.

Children who arrive at the center after their group has left for a fieldtrip or outing may not be allowed to remain at the center. It is the parent's responsibility to provide transportation to the group's location.

**Late Pick Ups:** Families will be responsible for paying \$1.00 every minute for any time the child is in our care past 5:45 p.m. Staff will begin calling parents, guardians, and other emergency contacts at 5:55 p.m., if parents have not contacted us or arrived. Fees will be charged whether or not a parent/guardian signs the late pick-up form. A staff person will stay with the child until he/she is picked up. If parents are more than an hour late, and no one on the emergency list can be contacted or has arrived, we are required to call Michigan Department of Human Services and/or the Sheriff's Office.

**Authorized pickups:** Please be sure that all individuals authorized to pick up your child are listed on the Child Information Record Form and Card and have current phone numbers. ANY adult not known by the staff will be asked for a photo ID. This policy is in place for the safety of your child. If an emergency situation arises, send a Brightwheel message and call the office with a specific description of the adult picking up the child, and have that person be prepared to show a photo ID before we will release the child. At registration, please provide any authorized pick-up persons on the form as well as in the child's Brightwheel profile on the app.

## TUITION GUIDELINES

**Invoices:** Monthly tuition statements are posted by the 8<sup>th</sup> of the month. Fees for the upcoming month are due on or before the 15<sup>th</sup> day of the preceding month of childcare (e.g. payment for October is due September 15<sup>th</sup>). Lack of payment on any outstanding balance by the 16<sup>th</sup> will incur an automatic \$30.00 late fee per family per week.

**Monthly vs. Daily Amounts-** Every family is on a monthly tuition schedule. We multiply each week's tuition by 52 weeks and divide it by 12 months in order to get an average monthly tuition amount. We find that this helps make billing more efficient as well as helping families to budget. Likewise, if a schedule change happens mid-month, the daily or weekly rate will be used to prorate each side of the month and customize tuition to reflect exactly what your child's new schedule reflects.

**GSRP Only:** Runs 180 days during the school year; please reference calendar for exact dates. Families that use Wrap Around Care for GSRP will run only during the GSRP Calendar. Forestry Pre-K Classroom will begin following and a nominal registration will be required.



**Explorer Club Only:** For months in which a child starts or ends care and thus only attends for a partial month, we will charge the daily or weekly rate for only the sessions that your child will attend. (At times this does not fall in a family's favor ending care the second to last day in a long month like March, for example), but most times, it falls to a family's favor to do so.

**Annual Tuition Increase:** ISW, LLC tuition will incur a cost of living increase each year and families will receive at least 30 days' notice.

**Payments:** ISW, LLC offers and encourages families the option to set up ACH payments online via Bright wheel. Bright wheel charges a low per transaction fee for ACH and also offers the option to pay online using a credit card for an additional fee. Families can set up automatic payments in their accounts at [www.mybrightwheel.com](http://www.mybrightwheel.com). It is the family's responsibility to log in and submit payment on the invoice if they choose to not use the automatic function. ISW, LLC also accepts cash, checks, and money orders. If you need to pay by check or cash, no one but a supervisor (Director, Assistant Director, Site Supervisor) can take your payment. A receipt will be given at the time of payment. Please make checks and money orders payable to: "It's A Small World Day or ISW or The Explorer Club. Statements are available anytime on your Bright wheel payment account.

**Sibling Discount:** There is a 10% reduction in tuition on the lower paying childcare tuition for families who have more than one child enrolled at ISW and/or EC.

**\*\*\*Both the EC and ISW programs reserve the right to discontinue services to families who are chronically late paying their childcare tuition\*\*\***

**NSF Fee:** There will be a \$30.00 processing fee for any check returned for Non-Sufficient Funds. If there are insufficient funds on a payment by check, the client will be notified by e-mail and be required to make the payment immediately at the office with cash or money order. Chronic offenders (after two occasions) will be required to make all payments with cash, money order or, ACH.

**Families who have a financial problem** and cannot make a payment must contact the Director immediately. Whenever possible, a **payment plan** will be established in writing with a supervisor. However, if a family fails to make a scheduled payment, they will be subject to a \$30 late fee and childcare may be terminated.

**Delinquent Accounts:** Delinquent accounts are subject to a late fee charge of \$30.00 **every week**. If payment agreements are not fulfilled and delinquency notices (via e-mail) go unanswered, the center will seek legal restitution. A delinquent account will be given to a credit-reporting agency or taken directly to small claims court. Parents/Guardians are responsible for any fees incurred from the courts, outside agencies, as well as the amount of the delinquent payment. ISW, LLC may choose to garnish funds awarded in court from the wages and/or tax refunds of families with delinquent accounts.

**Annual Tuition Increase:** ISW reserves the right to raise tuition each year and families will receive at least 30 days' notice.

## FINANCIAL ASSISTANCE

There are five types of childcare financial assistance available to families in the ISW, and EC programs. Sometimes financial assistance does not fully cover the cost of childcare and requires a co-payment by the family. Although we regularly work with the 5 programs below, some families may have additional funding through their work or school. Just let us know and we will do our best.

1. **Department of Health and Human Services Child Development & Care (CDC)** provides financial assistance for income eligible families.
  - **CDC AWARDS:** Families are awarded bi-weekly units/hours from CDC typically once per year. ISW will need to complete a Provider Verification Form that families will submit via their MiBridge's account. If you are approved, ISW must see a copy of your Award Notice confirming the hours received. CDC families will receive bi-weekly statements from ISW with their co-payments if applicable. Co-payments may vary dependent upon tuition and Great Start to Quality Star Rating.

- **CDC Subsidies & Financial Assistance:** ISW provides some subsidized childcare spaces. DHS may set a co-pay fee which families pay directly to ISW, LLC. DHS families are responsible for paying their childcare fees, as per our handbook. DHS financial assistance does not fully cover the cost of childcare, tuition and fee charges that ISW, LLC. has not received payment from DHS are the responsibility of the family with which ISW, LLC. has a contract with.
2. **Childcare Network (734-975-1840)**—provides temporary financial assistance for children of families who reside in Washtenaw County with special circumstances where extra funding is needed for tuition. Parents must be working full-time or attend school.  
**\*\*\* Families typically are required to apply for CDC assistance before they will be considered for a childcare network scholarship\*\*\***
  3. **Active-Duty Subsidy Programs:** Childcare Aware of America assists families with parents in the Air Force, Army, Navy, and National Geospatial-Intelligence. There is also a program for families in the U.S. Coast Guard through USGA
  4. **ISW Scholarship:** This scholarship is courtesy of ISW and is intended to help families in need of financial assistance by covering a set amount of tuition over a specified amount of time, as decided by the director. Our goal is to be a consistent provider for your children. We recognize that transition and poor-quality care is detrimental to your child's development. We hope that by assisting you with your tuition, we will be keeping your child's care consistent, maintaining the level of comfort and safety that we work so hard to establish in our center, and easing a temporary burden for you financially. Please contact the Director for the application document.
  5. **GSRP Great Start to Readiness Program.** ( please see below for more details.)
  6. **MI Tri-Share -** Childcare tuition is shared equally among the employer, the employee and the State of Michigan — a three-way split— with coordination being provided regionally by a MI Tri-Share facilitator hub. With MI Tri-Share, parents can get back to work knowing their kids are safe, cared for and have the chance to succeed. ISW teachers receive tri-share, ask your employer if they participate or would be interested.

### III. Health Policies & Emergency Procedures

#### HEALTH CARE PLAN

**Health Appraisal Forms:** The State of Michigan requires that all children Pre-K and younger who are entering childcare must have a parent signed Health Appraisal and Immunization Record on file with ISW at start of care.. Please e-mail the office or go to our website under the forms page for a copy of this form if you need a blank copy. If your child is not up to date on immunizations, a waiver must be obtained. An updated health appraisal and immunization will be requested by the office staff, every year for children under the age of 3, and every two years for children over 3 years of age. This may also require an updated action plan for children with allergies.

The following information is requested so that the center can work with the parents and guardians to meet the physical, intellectual, and emotional needs of the child. To have current and complete information about each child's health and any specific conditions which may obstruct or interfere with the learning process and about methods by which health can be maintained or improved. Knowledge of the child's previous illnesses, immunization status, and other background factors assist in evaluating the total health status of the child.

**Health and Development:** ISW, LLC. strives to provide information and education to each family about your child's health and development. Each classroom's newsletter provides an informational piece for that age group every month. In addition, we provide updated information about immunization recommendations, developmental milestones, health screenings, and general recommendations for local pediatricians found on our website.



**Nap Time** is Important for Mental Growth & Retention. Research has shown that children demonstrate higher levels of learning and retention and napping itself also be looked at as a learning opportunity. Naptime must be provided for children in attendance **5 or more continuous hours per day**. For children who do not sleep at rest time, after they rest their bodies quiet activities such as reading books or puzzles will be provided.

**Sick Child Policy:** Do not send your child to the center if you believe they are ill. If your child shows any of the symptoms below, ISW requires that the sick children remain out of the center until they are symptom free for 24 hours before returning to childcare.

- A contagious or communicable disease
- A fever of 100.4 degrees or higher. A child **MUST** be fever free and off fever reducers for 24 hours before returning to childcare.
- Heavy and uncontrollable yellow or greenish colored discharge from the eyes or nose
- Diarrhea or vomiting
- Inability to participate in the day's planned events
- Strep throat; a child cannot return to ISW until the child has been on antibiotics for a minimum of 24 hours and with a doctor's note
- Unknown questionable and uncomfortable rashes and impetigo, ringworm, measles, chicken pox, etc.

When your child becomes ill at childcare, the supervisor/teacher will call the parent or guardian to pick up your child. **It is very important that you, or someone from your emergency list, pick up your child as quickly as possible; within 60 min please.** (Childcare/camp sites do not have a separate place for your child to rest or extra staff to stay with your child when she/he feels sick).

#### **Sick Days are non-refundable.**

- a. It is the parent's responsibility to communicate any special situations to the Director and to provide any necessary training to childcare staff.
- b. Staff is not allowed to dispense medication on field trips, except for those required for extreme emergencies.
- c. Highly infectious conditions will require a physician's written approval before returning to the center.
- d. Please have a backup plan in place, keeping sick children at home helps us keep everyone else healthy.
- e. The center will post notices in the classroom concerning when a communicable disease is identified.
- f. When a child is identified as having lice, the parent or guardian must pick up the child from the childcare program. The child may return to childcare after the child's hair has been treated and all nits have been removed.

**Medications:** As per state regulations a special **Medication Permission Form must** be completed by the parent/guardian in order to administer any medication; this form can be found at <https://www.smallworlddaycare.org/forms>. By filling out this form, the parents/guardian gives our staff permission to administer the medication, which includes name of medication/brand, dosages, start/end dates, and possible side effects. This form also serves as a record of dosages given at the center and by whom. All medication must be in its original container labeled with the child's complete name, address, physician's and pharmacy's name and phone number, recommended dosage, times, and method of administration. Upon completion of a prescription drug, the remaining medication will be turned over to the parent/guardian. Whenever possible, a morning dose of medication should be administered at home by a parent/guardian. We can only administer medication in accordance with the label/instructions.

**Sun Block/Bug Repellent/Lotion/Chaps/sick:** If you wish for your child to use or for us to apply sun block and or bug repellent, a medical form must be completed including the brand and SPF of the sunscreen/repellent. Each container must be labeled with your child's complete name. In the case that your sun block brand changes or if you take your sunscreen home for an extended period of time, a new form must be completed. We will never use borrowed sunscreen for your child.

**Accidents/Incidents:** Children sometimes receive bumps and bruises as part of their daily experiences. When a child is hurt at ISW we will complete an Incident Report via Bright Wheel. This report will be completed within 30 min of the incident and will offer you all information regarding the when, how, where, why of the incident. We will also share what first aid practices were performed. When applicable, a picture is

also attached. Licensing prohibits us from applying any creams or ointments on children. If ISW is concerned with a potential concussion, or a bite occurs where the skin is broken, or if care is needed for the injury, we will contact the parent immediately. If the incident is a result of an injury from another child's challenging behavior, both parents will be notified however confidentiality will be maintained.

**Parent/Guardian Emergency Notification:** If your child's injury or symptoms of illness require professional attention, we will notify you immediately. If deemed necessary, the child will be transported to St. Joseph's Hospital, unless otherwise indicated on the emergency card. You are expected to go to the hospital to receive your child. The signed Child Information Card (a.k.a., emergency card) and Parent Contract give us permission to seek the necessary treatment to ensure the child's safety until you or your physician arrives. You, as the parent, will incur all medical expenses.

**First Aid:** A stocked (according to licensing standards) first-aid kit is in the center at all times. If the children leave the center for a walk or field trip, the teachers are required to carry copies of the children's Information Cards and a first-aid kit. All staff members attend in-service training in health and safety issues given by a qualified, registered person. Staff members are required to be certified in First Aid and CPR for Children & Adults.

## CENTER CLOSURES AND EMERGENCIES

**Closures:** There are no tuition reductions for the holidays, emergency or closings observed by the center.

**Center Closings:** ISW does not follow any school district school closings and strives to remain open whenever possible. ISW has the right to close due to hazardous road conditions where we feel it is not safe for our staff or families to drive to the center. We will contact families via a school cast alert which will be received by all staff members and families in the form of a text, call, and email.

**Emergency Situation, Natural Disasters, loss of utilities, & Relocation:** In the event of a school closing, building problem, or community emergency during the school day that requires relocation, a note will be attached to the front door of the building as to our relocation. In an emergency, once the children and staff's safety are secured, all attempts will be made to promptly notify parents/guardians by phone, text and email, according to the information provided on each child's Information Card/Enrollment Forms. Parents will be notified to pick up children immediately when an emergency arises such as a natural disaster, loss of utilities, etc. There are no tuition reductions for these occurrences.

## Weather Philosophy-

In accordance with the requirements of Great Start to Quality Accreditation, ISW will go outside whenever it is weather permitting up to 3 times per full day. Families are asked to bring appropriate weather wear each day no matter what the forecast. When infants become mobile, they will go outside year-round. Children who are prepared will be more successful in learning to love the outdoors and research shows countless benefits that playing outdoors. In the winter we will go outside when temperatures are higher than 19 degrees. In the summer, when it is above 96 degrees, we will only go outside for waterplay.

## IV. Nutrition Program

ISW currently offers Breakfast and afternoon snacks, full menus are posted outside each classroom, in the Classroom newsletter and on the website's blog page at the beginning of each month.

ISW is currently applying for CACFP Food Program through the Michigan Department of Education. Once our application is approved, a revision to our Nutrition Program will be shared with families.

### Breakfast, Lunch & Snacks

- a) Snacks selection and preparation will be thoughtfully planned by the supervisor on site. The snacks will be nutritious, such as unsweetened cereal and milk, crackers, fruit, peanut butter, cheese, juice, granola, and milk. Sweets may be served on occasion.
- b) Breakfast is served only at the designated time. If your child arrives after that time has passed, please ensure he / she has eaten before coming to ChildCare.
- c) Children must bring lunch from home, including a drink. We will have a microwave on-site to warm food for all ISW programs. Please keep in mind when packing lunches that healthy foods provide fuel throughout the day.
- d) Snacks are not a meal but are a very important part of the day. If you know your child will not eat the snack of the day, please send in an alternative snack from home and alert the supervisor of the substitute.

- e) We love to celebrate birthdays with our children. Parents are welcome to send treats for birthdays, you must send enough for the entire class of children to share, please arrange this with your child's teacher at least 48 hours prior. Please check with your child's teachers to know if there are any classroom allergies. Some weeks have many birthdays; Pinterest offers creative options that are fun for children to help make themselves.
- f) No gum or soda is permitted in the center.

**Related Information:** ISW encourages a healthy relationship with the food we serve young children. We feel that empowering children with choices at mealtimes helps encourage a healthy attitude towards food. The staff will encourage children to utilize self-help skills to gain independence. Children will never be required to eat foods that they are not comfortable eating, and food is never used as a reward or punishment. Because we also want you to be aware of how much your child ate during lunch each day, we will be sending home any portions that are in sealable containers. Food your child has eaten out of will have a sticker on the package.; we cannot serve these items later in the day. Eating utensils are required to be packed in lunches.

It is the parent/guardian's responsibility to pack a healthy lunch every day. In the event of a child not having lunch, we will provide a lunch if available on site, for \$6.00 or contact you to bring one.

**Food Allergies:** ISW, LLC. requests an allergy action plan ideally completed by physician with recommendations on file. This food allergy must also be documented on the Child's Information Record Form and Card in the allergy section. The parents must provide substitutes and notify the Director and teachers in writing if a portion of the menu cannot be used for their child.

## V. Parent Involvement and Communication

**Child Cubby's:** Each child has cubby or hook, where you will find your child's personal belongings. (School aged children do not have mailboxes or cubby's). Children should have a backpack or tote bag each day so that they can stay at school throughout the week. Each child should keep extra clothing and a blanket/pillow that must fit inside their bag.

**Confidentiality** builds trust in childcare. Fostering relationships with staff, children and families is built on trust. When managing sensitive information, there is an ethical and legal responsibility to protect the privacy of individuals and families. This means that we will never share other children's name during incidents in the classroom and teachers sign contracts acknowledging our confidentiality policy.

**Communication to office and teachers:** ISW, LLC. and EC both use e-mail, COR, and Bright Wheel as the primary means of communication between the office, staff, and parents. We also have phones in each classroom you can call.

**Parent Concerns** and questions are important. If you have a question or concern that isn't answered in the classroom by your child's teaching team, please let the Director know asap. We are more than happy to chat with you in person or over the phone regarding concerns. Just send us an email and we will help answer questions quickly or arrange for a meeting if needed.

**Kambyu:** CORADVANTAGE via Highscope easily captures and shares your child's development, so you'll never forget; from fun pictures and stories to developmental milestones. You'll receive daily updates on your child's activities to your email and smartphone – everything from health and nutrition to learning and development.

**Bright Wheel:** Offers a way to pay and view tuition statements. You will be able to message your child's teachers and see the daily reports through this device as well.

**Parent Newsletter:** Classrooms distribute monthly newsletters via CORADVANTAGE that highlight classroom happenings, relevant educational articles and upcoming events for the new month. Infant and Toddler classrooms share signs that their classrooms are introducing.

**Events/Participation:** ISW has an open-door policy, parents are welcome to visit anytime. Nursing moms work with their child's teacher to coordinate feeding, and environment needs best for their child. Each year we host a Harvest Party, a Holiday in December party, Cultural Concert, Valentines, Muffins with Me and Donuts with Grownups, Year End Picnic with Pre-K Graduation Ceremony.

**Parent Conferences:** Conferences with your child's teacher or the Director are available to parents/guardians to discuss their child's

developmental needs and any concerns. ASQ Developmental Assessments are completed 2 times per school year and parent teacher conferences are available after these evaluations. Parents are encouraged to set up a conference as needed.

**Parent Behavior/Involvement:** We welcome parents to come into the Classrooms and work with the teaching staff. We encourage parents/guardians to share special skills, knowledge and/or hobbies with our programs. Please speak with your child's teacher if you would like to volunteer. Volunteer Forms and molestation clearances are required for any parents volunteering in the Classroom. ISW is committed to Creating a safe, nurturing, and Caring environment.

The Center is a drug-, alcohol-, and smoke-free environment. We believe, because you as parents/guardians have chosen ISW, you are also committed to these same principles of ChildCare. We ask that parents/guardians/volunteers follow our philosophy when at our Center. Any parent volunteers in the Classroom will go through a small training and will sign a contract. If you are in the Classroom and take photographs of your child, please follow our secure posting privacy.

Early Childhood Education best practices, licensing requirements and needs of our families are often changing. When often reach out to families via newsletters and surveys for feedback. In 2024/2025 we will have our first Parent Committee to assist us

**DHHS Mandatory Communications:** An information board is located at the front entrance and contains mandatory postings including recalls and pesticide postings before they occur. Our licensing notebook is located anytime within business hours in the front entrance hallway and includes all the licensing inspection and special investigation reports and related corrective action plans since May 28, 2010. The licensing inspection and special investigation reports from at least the past 2 years are available on the ChildCare licensing website at [www.michigan.gov/michildcare](http://www.michigan.gov/michildcare)

## VI. Odds & Ends

**Photographs and Publicity:** Photographs or Videotapes of the children participating in our programs may be taken from time to time. They may be hung in the center, placed in a secure photo album, private family Instagram page, on our website, on Brightwheel, and appear in newspapers, magazines, brochures, or other publicity materials. Photograph permission forms are signed during enrollment.

**Divorce/Separation:** ISW, wants to serve all our families in the best possible way, especially during difficult transitions. If shared custody agreements are in place, we would appreciate a written notice of your family's plan to make arrivals and departures for your child/children an easy event. Unless we have a legal document, the Center cannot presume one parent has more or less rights than another.

\*If there are two households filing separate taxes but both responsible for billing, dual accounts and invoices will be made

**Child Abuse and Maltreatment:** ISW is committed to a safe, nurturing environment for children to grow and learn in a positive manner. If you feel your child's needs are not being met, bring your concerns to the Director. We encourage our families to seek a conference with the Director to become aware of the possible programs that can assist your family. Should we recognize any signs of child abuse or neglect coming into our Center, the State of Michigan and The Department of Human Services Regulations mandate our staff to file a report. If the report is taken, the Department of Child and Family Services will take over the case and ISW is legally obligated to support it.

**Fieldtrip Policy:** All teachers or supervisors will let parents know in writing of any planned field trips. Along with a written notification, this will include a request for the parent signature. An announcement of the field trip is sent via Brightwheel to your email. Parents may be asked to

contribute funds towards a field trip, special event, or organized group activity.

**Transportation:** Its A Small World will provide transportation when arrangements are made. During fieldtrips, parents may be asked ahead of time to supply a car seat or booster seat for their child under the age of 5. ISW, LLC. has a limited number of booster seats and PCR5-point harnesses available for use for field trips.

**Dress Code:** ISW believes in active play-based learning. Sometimes this type of learning is messy. We encourage play clothing and shoes/boots. shoes/sandals must have a strap or the back on them. (e.g., no slip-ons or flip flops.) Please always send your child clothing appropriate for the weather. All outdoor gear must be labeled with child's name and brought to school every day when in season.

**Nap Time:** All children 5 and under that attend a full day of childcare are required by state licensing to rest at childcare. Any child attending in the afternoon or over five hours must have a blanket left at childcare. Pillows and blankets must be stored in their totes/bags and should be taken home at least every Friday to be laundered. Please remember to label all linens! Children who do not sleep after the state required thirty minutes of rest, will then be encouraged to choose a quiet activity.

## VII . GSRP- PREK

Beginning the 2024/2025 school year will be a hybrid of full private pay and GSRP subsidized. GSRP classrooms run Monday through Friday from 8:00 am to 3:00 p.m. with options for before and after care. GSRP in Washtenaw County is supported by our WISD who oversees quality and enrollment.

**Enrollment** for GSRP currently is open to the public and income eligibility of %400 of poverty is given first consideration. Following are families with a vast variety of environmental factors. All families will use <https://helpmegrowwashtenaw.org/> to apply for GSRP. ISW Directors will sit with families individually to evaluate eligibility based on environmental factors and to collect documentation.

**Home Visits** are a part of the GSRP program. We look forward to meeting your child in their home to start the school year. Our GSRP teachers will work with families during this visit to complete your child's first ASQ Assessment. This is an exciting opportunity for us to get to know your children and start the

**Wrap Around Care** is available for families who need care before or after the 8:00-3:00. A Wrap Around Registration form/fee will be required requesting which days needed. ISW Enrollment practices apply as stated above regarding absences for this program, schedule changes, tuition payments etc.

**Regular Attendance** is required to maintain your child's slot in our GSRP PRE-K classroom. GSRP's many goals include preparing 4 years olds for success in kindergarten. ISW is responsible for reporting children's attendance to the WISD and therefore will work with families to ensure compliance with attendance and timeliness.

**Daily Routine** A consistent daily routine is implemented to promote balanced participatory learning through all portions of the day. GSRP requires a 1 to 8 ratio and 3 teachers during the day. Responsive adult-child interactions promote secure relationships that support learning throughout the day. All teaching staff will be supported with and responsible for appropriate planning, instruction, assessment, and program implementation including needed accommodations to the daily routine, behavior challenges, and family communication for children with IEPs when special education staff are not present. Daily planning is part of the Lead Teachers daily schedule.

**Parent Volunteers** are encouraged in GSRP as they will be once your child enters kindergarten. Worthy classroom experiences are offered to families, for example, assisting in the implementation of the daily routine with children versus assigning volunteer minor roles such as cutting out shapes, preparing fresh playdough at home or coming in to read a story.

**Challenging Behavior** in GSRP is handled differently. Children must not be excluded or expelled from classroom programming or transportation services for behavioral, toileting, or other non-health related needs. GSRP Teachers are armed with additional resources from NCPMI <https://challengingbehavior.org/> to identify strategies to support children with these behaviors including guidance and from WISD specialists.