



EARLY CHILDHOOD EDUCATION CENTER

[schoolbellchildcare.com](http://schoolbellchildcare.com)

## **Parent Handbook**

**The most important thing in life is to raise a child and we are here to help you.**

Philosophy: Our program is designed to enhance the whole child, by implementing planned experiences that encourage growth in each individual child to include physical, social, emotional, and cognitive development. We believe that the benefit of a positive self-image will help secure a child's future as they move forward in their journey through life.

Admission: Upon enrollment, children 6 weeks to 12 years must have a completed emergency card, a health appraisal signed and dated by a physician, and an updated copy of immunizations. Health appraisals and emergency cards must be updated annually.

Withdrawal: School Bell requires a two-week written notice; your account will be charged for two weeks from your notice date or dis-enrollment date if notice is not given.

Finances: All tuition is due on Friday for the following week, this includes snack fees, late charges, extra days etc. If my payment is not received by Wednesday at 10:00am a late payment fee of \$25.00 will be added to my account. Registration fee is \$100.00 for the first child and \$50.00 for each additional children. If my child is picked up after 6:00pm a late charge of \$1.00 per minute will be assessed for each minute after 6:00pm.

Schedule of Operation, Vacation and Holidays: The center will open Monday through Friday each week from 7:00am to 6:00pm (infant and toddlers 7:00 am to 5:00pm) with the exception of holidays or inclement weather. The center will be closed in observance of the following holiday's, New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and the Friday after Thanksgiving, Christmas Eve, and Christmas Day. Full tuition is due during holiday weeks. Children who are enrolled full time year round are entitled to 1 week of vacation after 6 months of enrollment, and an additional week of vacation after 1 year of enrollment. No more than two week of vacation are given in a one-year period. Vacation time must be in written form and turned in two weeks prior to vacation.

Discipline: Our goal is to build a positive self-image. The children will be encouraged to settle disputes by expressing emotions and words. Mutual respect is necessary, communication with parents will be daily in the event that a child is having behavior issues. All children will be given a reminder and an explanation of the situation in a positive tone. All children will be given a choice and encouragement. The child may need a moment to sit quietly to gain composure or be removed from the

situation as a last resort. Biting is a part of development, if your child is bitten during the school day you will be notified with a phone call. If your child is the biter you will also be notified, in recurring situations your child may be sent home or separated from the center for a period of time.

Food Service: Parents are to provide a daily lunch for their child. Morning snack is served daily at 8:30. School Bell serves snacks each morning and afternoon.

### **CHILDREN'S FILES**

All files are kept confidential, prior to starting we will need your child's completed Information Record, Health Appraisal, Current Physical signed by a physician, Parent Contract, Application for enrollment, and any other center forms that are requested for enrollment. It is also required that you sign your child in each morning using his/her first and last name, time in and time out at the end of the day.

### **SIBLING DISCOUNTS**

We offer a 10% sibling discount for children who are over the age of 3 years and potty trained. Both children must be attending the program, the oldest child will receive the 10%. This is for private pay families only and is not applicable if both children are under the age of 3.

### **LATE PAYMENT FEE**

Weekly tuition is due each week on Friday for the following week. If your account is not at a zero balance by Wednesday of each week at 10:00am, A late payment fee of \$25.00 will be assessed to your account. After a late fee is assessed you will have to the following Friday to bring your account to a zero balance, if your account is two weeks owing services will be discontinued until your account is paid in full.

### **RETURN CHECK FEE**

There will be a \$35.00 fee for all checks returned for non-sufficient funds or drawn on a closed account. A replacement payment including the NSF fee must be paid within 3 days to continue service.

### **LATE PICK UP FEE**

A late fee will be assessed if your child is not picked up prior to our closing time of 6:00pm. There will be a fee of \$1.00 per child, for each additional minute after 6:00pm. Late fee's must be paid within 3 days to avoid additional fee's.

### **HOLIDAY CLOSINGS**

Weekly tuition will not be adjusted for holidays or absences. Full weekly tuition is due on those weeks when we are closed for a holiday. All vacation time must be approved prior to using, a two-week notice is required. If you intend to take vacation, please make sure that you follow the guidelines and are eligible for vacation time.

## PROCEDURES FOR ADMINISTERING MEDICATION

When your child requires medication we are required to have written permission. We have medication forms available upon request that must be filled out completely for your child to receive medication. Medication includes prescriptions, over the counter (with a doctor's note), sunscreen, lotion, diaper creams and any other substance that is applied to the skin or administered orally. You will need the following information to complete the form:

- Name of medication
- Date to begin medication
- Time that medication needs to be administered
- Dosage of the medication
- Storage requirements for the medication
- Directions for giving the medication

This form must be completed and signed by the parent or guardian. All medication must be brought in its original container. Prescription medication must have the pharmacy label indicating the physician's name, child's name, instructions and strength of medication.

## DISCLOSURE OF COMMUNICABLE DISEASES

When a child is diagnosed with a communicable disease the following steps will be taken, an information sheet will be sent home about the disease and it will contain the following:

- Name of disease
- Symptoms of disease
- incubation period for the disease
- Contagious period of the disease
- How the disease is spread
- Centers policy for returning to school if the disease is contracted
- How many cases of the disease have been reported in the center
- Precautions you can take from contracting the disease
- What measures the center is taking to prevent the spread of the disease
- 

## GENERAL STAFF INFORMATION

Prior to working with the children all staff are subject to a **Michigan child care background check**, to include **finger printing**. This is a background check of criminal history including felonies and crimes against children. This is also required for the Program Director, and any volunteers, or parents working directly with the children. **Protective services clearance check** which is conducted through the Department of Human Services, also notifies us of any child abuse or neglect reports that have been substantiated. **Clearance Statement** that is signed by the staff member verifying that they have not been convicted of any felonies or crimes involving harm to a child. **TB Test** this is to assure that each staff member is clear of TB and able to work with children. **Blood Borne Pathogens Training** is a training that instructs the safest procedures for handling bodily fluids. After hired our staff will participate in an **Orientation** for new employees, annual **First aid and CPR** training, **Safe Sleep** and **Shaken Baby** training, and an eight **hour Health and Safety** training, including a plan for **on-going training** to total a minimum of 16 hours per year.

## Illness, Incidents, and Serious Accidents Procedures

Parents will be notified by a staff member from School Bell if any changes in a child's health is observed, parents will also be notified if a child experiences any of the following accidents, injuries, or

incidents while in our care, or if a child is too ill to remain in the group. Depending on the situation and at the discretion of the center the Program director or alternate staff person who is in charge will be immediately notified of the situation by the child's caregiver. The child will be closely monitored, and removed from the group if able to move safely. If the child is in need of immediate medical attention 911 will be called by the designated staff person. If the child is transported to the hospital the child information card along with a staff member will stay with the child. A designated staff member will contact one or both of the parents, this includes but is not limited to:

**Illness:**

Fever over 100 F, Diarrhea that has occurred three or more times during one day, Nausea or Vomiting, Trouble breathing, Rash accompanied by a fever or unidentified, Sore throat, Head lice, Severe coughing including whooping cough, Jaundice or yellow skin or eyes, and Irritable, continuous crying or too ill to participate in regular activities.

**Serious Accidents, Injuries or Incidents:**

Injuries that happen to the head or face, If a child is bitten, If an injury requires EMS services, If a child bites another breaking the skin, If a child's behavior is threatening or becomes abusive to other children, staff or themselves, If a child is left unsupervised.



**I have received the written information packet**

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Program

We pride ourselves on our safe, educationally based, clean and nurturing environment. Each classroom is using the Creative Curriculum program, our lesson plans are theme based and posted monthly for parents to review and participate with home activities. Children learn from many different experiences, our daily activities are age-appropriate and allow each individual child to thrive at his/her own pace. Curriculum experiences include: daily exploration, self-help skills, nutrition, communication, problem solving, language development, character building, self-regulation, critical thinking, self-image, language, and much more. These areas are in-forced through enrichment programs such as art, exploration, literacy, investigation, dramatic play, music, circle time, building, dance, gymnastics and outdoor play. A newsletter and calendar will be posted at the beginning of each month to keep parents abreast of current events.

Rest time is provided daily (on demand for infants and toddlers), all bedding should be labeled with your child's name and able to fit in the designated storage area. We follow Safe Sleep practices for our infant and toddler classrooms.

Celebrations are fun and special times for children, please make prior arrangements with your child's teacher to bring in special snacks. School Bell is a Peanut Free center and all food containing peanut products are prohibited. To assure a safe environment for everyone, please let us know of any allergies or restrictions your child may have during the registration process.

A change of clothes is extremely important to keep at the center, please make sure that they are weather appropriate and labeled with your child's name. Other things to remember to bring if applicable: diapers, wipes, sleeping apparel, sippy cup, outdoor shoes, sun screen, and diaper ointment.

If your child is ready for potty training, please discuss this with his/her teacher so that we can work together constantly to make this a positive and successful experience. Only positive reinforcement will be used to encourage children to use the potty.

I was informed that School Bell will maintain a **licensing notebook** of licensing inspections, special investigation reports, and corrective action plans since May 28, 2010. This notebook will be available to parents during regular business hours. Licensing inspections and special investigation reports from at least the past 2 years are available on the child care licensing website at [www.michigan.gov/michildcare](http://www.michigan.gov/michildcare).

## Sample Daily Schedule

7 - 9am:	Check-in
9 - 11am:	Preschool Creative Curriculum: literacy, art, dramatic play, music, science, math development, language development, readiness activities, cooking experiences, large and small muscle activities. (Snack Time at 9:30 am)
11 - 11:30 am:	Indoor / Outdoor Recess
11:30 - 12:30 pm:	Lunch
12:30 - 2:30 pm:	Nap Time
2:30 - 3 pm:	Quiet Time
3 - 6 pm:	Free choice of activities (Snack Time at 3:30 pm)
6 pm:	Checkout / Parent Pickup