

INTRODUCTION

Immanuel Lutheran Child Care Ministries extends a warm welcome to all parents and to their children who will be entering our child care program. It is our hope that this experience will be a time of nurturing, growth and development for your child(ren).

This handbook has been prepared to assist you in the understanding of our program. Read this handbook through and refer to its' pages whenever you have questions. It will explain our policies, procedures and philosophy.

The development of children is a marvelous process. At each stage of life children are full of curiosity and eagerness to learn. They also have social and physical needs, which are related to the process of learning. Immanuel Lutheran Child Care Ministry program will integrate learning to fulfill these needs. All activities are planned and arranged to meet the needs of a growing child as a total person.

It is primarily the responsibility of the parent to guide their child(ren) through the various stages of growth and development to becoming an independent, self-sufficient adult. Immanuel Lutheran Childcare Ministries has been established to assist you in meeting this God-given responsibility. We shall begin to acquaint your child with a world that lies beyond home, widen his or her background, indicate new meaningful personal relationships and provide a broader base of later learning experiences and social relationships.

PURPOSE

The Christian home is most responsible and most influential in early child training. However, we live in a world where it is not always possible for a parent to stay at home full time to raise children. Our child care functions in the capacity of assisting parents by providing a Christian environment in which children will come to know the love of Jesus. The child care enlarges the child's view of the world, the world in which he or she lives. It also provides an opportunity for the child to see himself (herself) as a member of a large family and community and also as a member of God's world. The staff at Immanuel child care will unite with parents in the common goal of nurturing children.

PHILOSOPHY

The philosophy of Immanuel Lutheran Child Care is to provide a Christian environment in which children will grow in their faith in God and provide parents with the reassurance that their children are being cared for in a loving Christian environment. A variety of experiences are provided to meet the cognitive, social and emotional needs of each student. It is the role of the teacher and aides to facilitate activities that will encourage children to investigate, create, discover and understand the world in which they live. The philosophy of early childhood education is child centered. Therefore, there is a large focus on exploratory learning in which children create learning opportunities by manipulating and interacting with one another and the environment.

GOALS

1. To share the love of God the Father, God the Son and God the Holy Spirit with children.
2. To develop in children an understanding of who they are and how to relate to others through Christian obedience in their lives.
3. To help children establish themselves away from home.
4. To help children learn to interact with peers.
5. To help children utilize the rapid learning years from birth to age four to their greatest potential.
6. To broaden children's growth experiences: mental, physical, spiritual, educational and social.
7. To establish the foundation for ongoing formal education by establishing a home to school relationship that provides vital guidance in the primary grades.
8. To develop in children positive attitudes toward themselves and their achievements.
9. To awaken in children the realization that to learn is exciting and continuous.
10. To guide children to a better understanding and a more extensive relationship with adults.

LICENSING

Immanuel Lutheran Child Care Center is licensed by the State of Michigan and is inspected to ensure a high quality of care and a safe environment for the children. The child care center maintains a licensing notebook containing inspections, reports and corrective action plans. This notebook will be located on the counter at the entrance of the classroom. It will be available for parents to review during business hours.

The child care program follows the guidelines set by the Department of Human Services regarding the number of children allowed per adult.

1. For children 2 weeks to 2 years and 6 months of age, there will be one caregiver for every 4 children or a fraction thereof beyond the first 4, including children who are related to the child care personnel.
2. For children 2 years six month to age 3, there will be 1 caregiver for every 8 children or a fraction thereof beyond the first 8, including children who are related to child care personnel.
3. For children 3-5 years of age there will be 1 caregiver for 10 children or a fraction there of beyond the first 10, including children related to child care personnel.
4. No more than 12 children will be allowed in the Infant Room.
5. No more than 16 children will be allowed in the Toddler Room.
5. No more than 24 children will be allowed in the Preschool Age Classroom.

ENTRANCE POLICY AND ENROLLMENT PROCEDURE

The following are a list of items Immanuel Lutheran Child Care Center requires for enrollment.

- a. Completed registration form
- b. Non-refundable application fee

- c. Completed Child(ren) Information Card
- d. Up-to-date immunization record based on the EPSD immunization schedule.
This must be a file on the child(ren)'s first day of attendance. Immunization records will be updated with each vaccination.
- e. Annual Physical Health Appraisal Form will be completed and signed by the child's physician within 30 days of admission. Physicals will be updated bi-annually until the child begins kindergarten.

Noncompliance with the above requirements will result in the removal of the child(ren) from the center.

NON-DISCRIMINATION POLICY

Students of any race, color, national and ethnic origin are permitted all rights, privileges, programs and activities generally accorded or made available to students. Discrimination on basis of race, color, national and ethnic origin is not permitted in administration of educational policies, athletic and other school administered programs. No students shall be denied access to programs, activities, services or benefits, or be limited in the exercise of any right, privilege, advantage or opportunity.

REGISTRATION FEES AND TUITION

Registration fees and tuition information will be provided to parents on a schedule at the time of registration. Weekly tuition is due on the last child care day of each week for the upcoming week. In order to meet our financial obligations for pay roll, supplies, food and general operating expenses, costs and fees are paid one week in advance. If payment is not received by the last child care day of the week, a spot cannot be guaranteed for your child on Monday. If special circumstances occur that may require a delay in payment, arrangements must be made with the Director and submitted in writing to the Child Care Board.

Parents will be responsible for:

1. Contacting the center as soon as possible on the days when a child may be absent due to illness or last minute schedule changes. There will be a voicemail for parents to leave messages for the Director before, during, and after business hours.
2. Designating a responsible party for their child's tuition account. Immanuel Lutheran Child Care WILL NOT divide accounts among parents or guardians.
3. Payment must be made for services even when a child is absent, unless the parent is utilizing a vacation/sick day.
4. Providing a two week notice if a child is being withdrawn from the program. Notice must be given in writing. If notice is not given, two weeks additional tuition will be assessed at the time of withdrawal.
5. Indicating the days of the week being paid for on the memo line of the check. This ensures the proper account will be credited. Payments should be placed in the locked payment box outside of the classroom.
6. Paying a \$25.00 fee for insufficient funds on any check. Replacement is to be paid in cash or by money order in sealed envelope.

7. Notifying the director about any schedule changes. This is vital as the child care must operate under specific ratios to ensure we are meeting state requirements. Parents may add a day if space is available. Please give the director as much notice as possible to accommodate schedule changes.

8. Families in need of an extended leave of absence will be handled on an individual basis. Individual situations will be discussed with the Director.

Late Pick Up Fees will be charged at the rate of \$1.00 for every minute late per child that a child is left after 6:00 pm according to Immanuel Lutheran Child Care’s clock until 6:30 pm. If parents do not notify the center, emergency numbers will be called. Police and social services will be called if a child is left after 6:30 pm, as suggested by the Department of Human Services. Situations will be reviewed by the Director and the Principal after three late pick-ups.

CHILD CARE TUITION AND FEES

Child Care	Daily Rate- infants and toddlers	\$37.00
	Daily Rate- 3 & potty trained	\$32.00
	Second Child Rate- infant & toddlers	\$35.00
	Second Child Rate- 3 & potty trained	\$30.00
	Yearly Vacation Time	2 Contracted Weeks
	Yearly Registration Fee	\$30.00
Before/After School Care	Before School Care	\$4.00
	After School Care	\$6.00

Hot Lunch Immanuel offers hot lunch with milk or milk alone. Please check with the school office for the current pricing.

VACATION/SICK DAY POLICY

Full-time children attending Immanuel Lutheran Child Care center will receive ten (10) free days for vacation/sick days per calendar year (from enrollment date). Children in attendance for three days per week will have six (6) days to use per year. Additional absent days will be charged at the normal fee rate.

There are a few exceptions to this policy (i.e. mother’s maternity leave, hospitalization, etc.). Contact the Director if you have questions regarding this policy.

SUMMER ATTENDANCE POLICY

Immanuel Lutheran Child Care Center will not hold a child care attendee’s spot during the summer months without attendance to the center. A family wishing to have a spot held must have their child in attendance for one day per week throughout the summer months.

DISMISSAL

A child may be removed from Immanuel Lutheran Child Care program when

- a. Parents fail to pay child care fees.
- b. Social, behavioral or physical development indicates this program will not truly benefit the child.
- c. There is a lack of compliance by parent/guardian with immunizations, health appraisals or other requirements of the program.
- d. Any reason viewed by the director or parent to be detrimental to the overall benefit of the program or the child.

WITHDRAWAL PLAN

The child care director will notify the parent of any problems that may indicate the child needs to be removed from the program. This includes both written and verbal communication. In cases where payment is a hardship, the director and principal will work together to make a plan for payment. Should the child's behavior or readiness interfere with learning, the director will develop a behavioral plan and contact outside sources if evaluation is needed. If a plan of correction fails to work, the director will notify the parents personally and in writing that the child will be dismissed from the program.

Parents will give the child care staff two weeks' notice if a child is to be withdrawn from the program. This allows the child care staff to make adjustments for scheduling purposes. If a two week notice is not given, parents may be charged for those two weeks.

DAILY OPERATIONS

The child care center will be open Monday through Friday from 6:00 AM to 6:00 PM twelve months out of the year. The following holidays are days on which the center is closed. No fees will be charged on these days.

Labor Day

Thanksgiving and the day after Thanksgiving

December 24-26 and Jan. 1-2. (Christmas holidays will be updated yearly)

Good Friday

Memorial Day

Fourth of July

Inclement Weather Policy: Immanuel Lutheran Child Care Center may close and you will receive a call from our center. Reasons for closing include, but are not limited to the following:

Power Outage/Other Building Utilities- We are unable to operate for more than one hour without power, water, heat, and emergency alarms. This is compliance with licensing rules:

A. The indoor temperature shall be at least 65 degrees in child use areas at a point 2 feet above the floor. (R400.8365)

B. In any building used as a center, an approved fire alarm, either electrical or manual shall be established. (R400.835)

C. Water supply shall be provided for sinks and toilets with safe water as inspected by the health department.

D. The closure of state highways or state emergency due to weather conditions.

CURRICULUM

Immanuel Lutheran Child Care Center operates under the philosophy that children learn best through experience using direct and indirect instruction. Colors, shapes, concepts, letters and numbers are taught. This program provides for a balanced plan of activities, with emphasis being placed upon the overall development of physical, social and emotional growth in a child-centered group. The children are given freedom to explore, create and use equipment within limits: "freedom within limits" is the general philosophy. The following areas will be incorporated into the child care's yearly activities.

Religion:

CPH infant, toddler and preschool curriculums

Language Arts:

Stories, rhymes, talking and listening skills, sequencing, opposites and letters.

Math:

Identifying, counting, comparing, grouping, numeration, shapes, sorting and classifying.

Physical Education:

Gross and fine motor skills, controlled movement, balls and apparatus.

Science:

Exploration in areas of physical science, earth science, life science using simple experiments and observations of the environment.

Social Studies:

Self-awareness, relating to friends, responsibility to self and group, geography, growth and change.

Art:

Using paint, crayons, clay to create lines, textures shapes, colors and forms.

Music:

Singing, rhythm instruments, listening, singing games and movement to music.

DISCIPLINE

Desirable social and behavioral traits will be reinforced and undesirable traits will be restricted. Aggressive feelings will be channeled into acceptable forms. Behavioral guidance will be given in a measure appropriate to the child's level of maturity.

Discipline will always be in the context of love, with a balance of firmness and freedom.

This will be directed toward the development of inner discipline so that the child may learn to consider the needs of the other children, develop a larger span of attention, and grow in the ability to sit quietly to receive instruction and listen to literature. We believe that simple basic rules with a positive attitude and approach make this possible.

Our basic rules are:

1. Walk inside the school;
2. Keep hands and feet to self;
3. Put toys away after use;
4. Use a quiet voice;
5. Act kindly.

Child Care Personnel are prohibited from using the following means of punishment:

1. Hitting, spanking, shaking, biting, pinching, or inflicting other like forms of punishment.
2. Restricting a child's movement by tying or binding.
3. Inflicting mental or emotional punishment such as humiliating, shaming or threatening a child.
4. Depriving a child of meals, snacks, rest or use of the bathroom.
5. Confining a child in an enclosed area such as a closet, locked room, box or cubicle.

Infant Schedule

Each infant has his or her own schedule which includes: eating, napping, and playing actively and quietly. Inside play and outside play are important. Infants will be provided with a wide variety of activities and experiences that will encourage the development of new skills and provide opportunities for self-discovery. Caregivers will be involved in the following activities.

Care giving- Infants will develop attachments with caregivers through the course of daily activities. A daily log will be kept so parents have a comprehensive and detailed report of their child's mood, physical and developmental changes/needs. These daily logs are available for parents when they arrive for pick up. Children will receive care from primary caregivers. A primary care giver is a caregiver that is assigned to each child. This allows the child to develop an attachment to a single caregiver who will be responsible for meeting many of the child's emotional and physical needs. A child will have no more than 4 primary care givers in a week.

Free play- Exploration is the best way for infants to learn about themselves and their environment. Open ended play does not have specific expectations, rules or outcomes.

Self-discovery is how infants find what interests them; it gives them power and the opportunity to make choices. Caregivers will promote play by providing time, space and materials. The adult caregiver is available to help facilitate interactions and provide encouragement and reassurance.

Toddlers/Twos Schedule

6:00-8:00 Arrival free play time breakfast, bathroom break.
8:00-8:30 Gross motor play/activities
8:30-9:00 Thematic literacy/ music
9:00-9:15 Bathroom break
9:15-9:30 tactile activities
9:30- 9:45 Hand washing and snack
9:45-10:00 Book sharing and bathroom break
10:00-10:30 Outdoor play or gym activities
10:30 Bathroom break
10:45 Jesus time and music
11:00 Art
11:20 Bathroom break
11:30 Lunch
12:00 Gym or free play outside
12:20 Prepare for naptime/rest
12:30 Naptime/Rest
2:30 Wake up/Bathroom break
2:45 Snack
3:00 Free Exploration Inside
4:00 Outside Play
4:30 Thematic Literacy
5:00 – 6:00 Free play/clean up

Preschool Schedule age 3-5

6:00-8:00 Breakfast, free play time with friends and Child Care Personnel
8:00-8:15 Cleanup/bathroom break
8:15 Large group instruction including calendar activities, alphabet, and thematic instruction.
8:45 Learning center activities
9:30 Hand washing/snack
9:45 Bathroom break/book sharing
10:00 Outdoor play or gym activities
10:30 Hand washing/ bathroom break
10:45 Jesus time and music
11:00 Art
11:20 Hand washing/prayer
11:30 Lunch
12:00 Gym or free play outside
12:20 Prepare for naptime/rest
12:30-2:30 Naptime/rest

2:30 Wake up/bathroom/hand washing
2:45 Snack
3:00 Literacy Activities
3:15 Small group fine motor/tactile/ art activities
3:45 Bathroom break/Outside play
4:30- 6:00 Hand washing/ bathroom break/ free play and clean up

After School Schedule Kindergarten -age 12

3:15 Hand washing/snack
3:30 Homework
4:00-5:00 Games and activities with friends
5:00-6:00 Outside play

Outside Play

The Department of Human Services has issued a ruling regarding outdoor play. The rule states, “A center operating with children in attendance for three or more continuous hours per day shall provide for daily outdoor activities unless prevented by inclement weather conditions.” Inclement weather includes: a temperature reading with wind-chill factor of 20 degrees Fahrenheit or lower; extremely hot temperatures (90 degrees Fahrenheit or higher) and storms. We follow the Department of Human Services rule regarding outdoor play using the following guidelines as minimums.

Infants	5 minutes
Toddlers/2	10 minutes
3 – 6 years	15-30 minutes

Children should be dressed in appropriate clothing for outside play. The Department of Human Services requires that ALL children be taken outside DAILY and in every season except during extreme weather. There is no evidence that cold weather makes children sick when they are dressed appropriately. Children who are well enough to attend the center are well enough to go outdoors.

Child Care Dress Code

It is our belief that children learn best when they are actively engaged in their learning environment. This means your child WILL get DIRTY! Children will use a variety of materials such as: paint, play dough markers, etc. Please dress your child(ren) in clothing that is comfortable and washable. A complete change of clothing (socks, underwear, pants and shirt) is required to be kept at Immanuel in a labeled Ziploc bag. **Label all clothing, including shoes, boots, coats, hats and mittens.** Children will be playing both indoors and outdoors. Fully enclosed, rubber soled shoes are recommended. **NO FLIP FLOPS are allowed as they pose a danger for tripping.** Children ages 2-5 will need a separate pair of non-marking gym shoes to be kept at school and worn in the gym.

Center Nutrition Plan

Each part-time child, 6 hours or less in a child care center must receive meals and snacks that provide at least 1/3 of the child's daily nutritional needs. Each full time child in the center must receive meals and snacks that provided ½ to 2/3 of the child's daily nutritional needs. The meals and snacks served at Immanuel Lutheran Child Care Center meet the meal pattern requirements as recommended by the USDA. Snacks will consist of 1) milk or water and 2) fruit, vegetable or grain. Parents should provide whole milk for children ages 1-2 and 2% milk for children ages 2-5.

If your child has special dietary needs or food allergies, please inform us at the time of enrollment so that special arrangements can be made. Children may bring healthy birthday treats. Please notify the teacher the day before and check with them on the number of treats that will be needed.

LUNCH

Parents are responsible for providing lunch for children in the infant and toddler rooms. Preschool age children have a choice between bringing a lunch from home or purchasing lunch from the school hot lunch program. When Immanuel Lutheran School is not in session, all child care children will need to bring their lunch from home. We have refrigerators and microwaves available to meet your child's needs. **Lunches should include at least 1 protein and 1 fruit or vegetable.** Please refrain from sending soda or dark colored juice, candy, gum and fast food in your child's lunch. Meal calendars will be posted on the parent information board and in the monthly calendar.

SNACKS

Parents will provide nutritious snacks for their child. Snacks will be offered mid-morning and mid-afternoon. The center maintains a small backup food supply on hand should a child run out of food.

STAFF POLICIES AND PROCEDURES

The child care center is part of the Christian Day School and is to be supervised by the Principal and governed by the Board of Parish Education. The lead teacher and teacher's aides are hired according to the State of Michigan licensing requirements. All center staff are trained in CPR, blood borne pathogens and first aid.

Before an offer of employment is made, a criminal history check will be done using the Michigan State Police's internet criminal history access tool (ICHAT). The ICHAT report is kept on file for each staff person that is hired. A new ICHAT and Central Registry clearance from DHS is required every 2 years at renewal (unless staff is a school employee and has been finger printed by the program director). Fingerprints will also be obtained from each staff person and kept on file with the State of Michigan.

A staff member shall provide documentation from the Department of Human Services that he or she has not been named in a central registry case as the perpetrator of child abuse or neglect before having contact with children. If a staff member/potential

employee has been convicted of a crime as listed in Public Act 16 or has been named on the DHS Central Registry, the director will terminate employment or inform the potential employee they will not be hired.

STAFF TRAINING PLAN

All staff will be trained in:

- *Infant, Child, and Adult CPR (updated every 12 months)
- *First Aid (updated every 36 months)
- *Blood borne pathogens (within 36 months of hire)

Additionally, staff will:

- *Complete 16 clock hours of annual training
Topics to include: child development, children's behavior, health and safety, caring for children with special needs, 2 hr for CPR
- *Review emergency procedures at least annually.
- *Review Child Abuse Reporting Laws and Responsibilities.

All Child Care staff is required to attend a minimum of 5 professional development offerings within each school year.

Training may be obtained in one or more of the following ways:

- *In-service training, sessions offered by community groups, faith based organizations.
- *Workshops and courses offered by local or intermediate school districts
- *Trainings, workshops, seminars, and conferences on early childhood, child development or child care.
- *Administration and practices offered by early childhood organizations
- on-line trainings

Newly hired staff will have unsupervised contact with children only AFTER a complete orientation has taken place.

Verification of all professional development education or training will be kept on file.

The documentation will include

- *Training topic
- *Date of training
- *Number of hours in the training session
- *Source of training such as training organization, presenter's name and conference sectional

Documentation may be in various forms, such as:

- *Certificate of Completion or statement signed by the instructor
- *Signed program booklets/flyers

VOLUNTEERS

Volunteers shall be under the supervision of a paid staff person at all times. Parent volunteers must complete a statement as to whether or not they have been convicted of child abuse or neglect or a felony involving harm or threatened harm to an individual. This statement is kept with the child's records. Volunteers will not discipline students. Rather, they will refer all disciplinary matters to child care staff.

Volunteers are mandated reporters of child abuse and neglect. A written statement shall be signed and dated by staff and volunteers at the time of hiring or before volunteering, indicating all of the following statements:

1. That the individual is aware that abuse and neglect of children is against the law.
2. The individual has been informed of the center's policies on child abuse and neglect.
3. The individual knows that they are required by law to immediately report suspected child abuse and neglect.

HEALTH CARE PLAN

Many communicable diseases can be prevented through appropriate hygiene and sanitation practices. Contamination of hands, toys and other equipment in the room has appeared to play a role in the transmission of disease in child care settings. Illnesses may be spread by way of:

- *Human waste, such as urine and feces,
- *Bodily fluids, such as saliva, nasal discharge, eye discharge, open skin sores and/or blood,
- *Direct skin to skin contact,
- *The air, in droplets that result from sneezes and coughs.

Since many infected people carry communicable diseases without symptoms, and many are contagious before they experience a symptom, caregivers need to protect themselves and the children they serve by carrying out, on a routine basis, universal precautions and sanitation procedures. These procedures will approach every potential illness-spreading condition in the same way. With this in mind, the following policies have been implemented:

Hand washing

Staff must wash their hands:

- *When arriving at school.
- *Before preparing food or drink.
- *After handling animals or insects.
- *After sneezing or blowing one's nose.
- *When hands are dirty.
- *Before administering medication.
- *Before and after giving first aid.
- *After using the restroom.

Children must wash their hands:

- *When arriving at school
- *Before eating
- *After toileting
- *After sneezing or blowing one's nose
- *After playground activities.
- *After handling animals or insects.
- *When hands appear to be dirty.

Hand Washing Procedure

- *Wet both hands.
- *Apply a small amount of liquid soap.
- *Rub hands together for at least 15 seconds to work up a good lather.
- *Wash between fingers, under the nails and all hand surfaces from the tips of the nails to beyond the wrist.
- *Rinse hands well under a stream of warm running water.
- *Leave water running while hands are dried; you do not want to turn off the "dirty" faucet with your now clean hands.
- *Dry hands well.
- *Use the towel to turn off the faucet.
- *Dispose of the towel in the trash.

Teaching the children about hand washing

- *Time must be taken to teach children the correct hand washing techniques as outlined above.
- *Children must be taught when and how to wash hands
- *Observe the child hand washing.
- *Correct his/her technique as necessary.

Handling Bodily Fluids

The Staff of Immanuel Lutheran Child Care Center shall use universal precautions when handling potential exposure to blood, including blood-containing bodily fluid and tissue discharges. Treat all situations involving potential contact with blood, bodily fluids or medical waste with caution.

1. Wash hands after contact with bodily substance or articles contaminated with a bodily substance. Use liquid soap from a dispenser, not bar soap.
2. Wear protective gloves on both hands for anticipated direct hand contact with blood, bodily fluids, medical waste and/or contaminated objects or surfaces. Wash hands immediately after removing protective gloves.
3. When unanticipated exposure occurs, remove contaminated substances by washing hands and other skin surfaces immediately and thoroughly. If splashed in the eyes, nose or mouth, flush with water immediately. Notify supervisor. It is recommended that medical help be sought within two hours of exposure. Employees are not to risk their personal health by waiting to seek treatment if they feel immediate treatment is needed.

4. Treat all linen soiled with blood and/or bodily secretions as infectious. Soiled linens and materials should be handled as little as possible and with minimum agitation. All linen should be bagged in a red labeled bio-hazard bag at the location where it is used.
5. Trash must be placed in covered containers bagged in impervious bags; secure tops when filled, double bag only if break through is anticipated.
6. Areas, surfaces and/or articles that are grossly soiled with blood or bodily fluids must be cleaned with detergent/disinfectant.

Cleaning & Sanitizing Equipment

Child care staff shall complete regular cleaning and sanitizing of equipment, toys and surfaces. Cleaning procedures should be conducted according to the time line below and anytime a child contracts a communicable disease.

<u>Area</u>	<u>How Often?</u>	<u>With What?</u>
Counters/tables	Daily and when soiled; before and after eating	Spray/bleach solution
Cubbies	Weekly	Spray/bleach solution
Bare Floors	swept daily; mopped weekly	Commercial floor cleaner
Small rugs	Vacuumed daily	
Carpets	Vacuumed daily; Shampooed every 3 months or when soiled	Commercial cleaner
Telephones	Weekly	Spray/bleach solution
Toys	Bi-weekly	Spray/bleach solution
Dress up clothes; Stuffed toys	Bi-weekly; also when lice or skin infection is present	Laundry detergent
Water tables	Weekly	Spray/bleach solution
Trash cans	Bi-weekly or when soiled; emptied daily	Spray/bleach solution
Food prep	Before and after food activity	Spray/bleach solution
Eating Utensils	After each use	Bleach soaking solution
Refrigerator	Monthly or when soiled	Spray/bleach solution
Sinks, counters dispensers and handles	Daily and when visibly soiled	Spray/bleach solution
Toilet seats, handles	Daily	Spray/bleach solution

Toilets/Urinals

Daily

Spray/bleach solution

Pest Management Plan

Pesticide application may occur during the year if there are pest issues in the classroom. As a parent, you will receive advance notice of these applications through two means: a letter home and a note posted on the entrance door. This advance notice shall contain information about the target pest or purpose for the pesticide application, information about the pesticide to be used, approximate location of application, date of application, who to contact at CNC for more information and the National Pesticide Information Center phone number.

Health Practices and Policies

The State of Michigan requires that a completed health appraisal, immunization record and completed child information card be on file BEFORE the first day of attendance. Your child's health is important to us and we ask for parents to cooperate and comply with the following health policy.

If a child displays any of the following symptoms, he/she will be sent home.

1. A temperature of 100 degrees or higher within the past 24 hours.
2. Diarrhea or vomiting within the past 24 hours.
3. An undiagnosed rash. **A doctor's note is required for a child to return to the child care center.**
4. Eye infections (conjunctivitis or pink eye) with or without discharge. **A doctor's note is required for a child to return to the center.**
5. Diagnosed ear or throat infections: **24 hours of antibiotics required before the child returns.**
6. Severe cold, bronchitis or contagious conditions (measles, mumps, chicken pox, head lice, fifth's disease). If your child is exposed to or develops a contagious disease, please inform the director so we may inform other parents.

Parents should call the center to report a child's absence due to illness. When the child returns parents are required to send a note stating the reason for the absence and provide any information that would be helpful to the child care staff. At times a child may show symptoms that appear contagious, but are not. In such a circumstance, a note must be provided to confirm that the child is not contagious.

When childcare personnel feel that the child is sick or contagious, parents will be notified that the child must be picked up. Names and phone numbers on the child information card will be used if the parent is not available. Arrangements to pick up a sick child should be made as soon as possible. Sick children waiting to be taken home will be isolated on their cot away from other children. Any items used by the ill child will be disinfected before being used by another child.

Daily Exam: Children will be examined by child care personnel daily at the time of arrival to check for signs of illness. Children showing signs of illness or lice will not be allowed to stay at the center. Teachers will examine cuts, scratches and under bandages.

Signs of Illness:

- Water filled blisters (impetigo)
- Red raised scaly areas (possible ringworm)
- Rectal itching (possible pinworm)
- Ear pulling (ear infection)
- Red watery eyes and crusted eyelids (possible pink eye)
- Cracks and itching between toes (possible athlete's foot)
- Rash
- Runny or blurry eyes
- Fever (except low grade due to teething or immunizations)
- Diarrhea
- Change in stool/blood or pus in stool
- Blood or pus coming from any bodily opening including mouth nose, vagina or urethra
- Change in frequency of bowel movements
- Vomiting (projectile or spitting)
- Thick discharge from nose
- Cough that is harsh or deep
- Sudden changes in behavior
- Quiet child is restless or an active child is lethargic
- Wheezing, labored respiration, crowing, barking
- Color changes to pale blue, cyanotic
- Easy bruising or skin hemorrhage

Any of the above symptoms will be noted and reported to the director and then to the parents.

Vomiting

Children who vomit at the center will be sent home. If the vomiting occurs after a bump on the head, the child will be watched for signs of paleness, drowsiness or loss of consciousness. A child who has vomited will not be given another feeding unless they act hungry. A child who has vomited will be placed on the stomach to avoid choking.

Measuring Temperatures

Temperatures of children exhibiting any of the above symptoms will be taken using the auxiliary (under arm) method as follows:

- Turn on the thermometer
- Wipe the armpit dry
- Place the covered bulb end under the dry armpit
- Hold the child's elbow close to his or her side and place his or her hand on the opposite shoulder to keep the thermometer in place.

Keep the arm in position until the digital thermometer beeps.
Remove the thermometer and write down the reading.

The normal temperature under the arm is 97.6. Parents will be notified if the temperature reaches 99 auxiliary. Thermometers will be washed with soap and cold water, rinsed and wiped with alcohol after use. Temperatures will be measured and documented at least every three hours during periods of observation.

Medication

Prescription medication is administered when it is brought in the original container from the pharmacy with the original directions clearly marked. Parents must sign a medication form when they drop the child off. If this form is not signed, the medication will not be given. All medications should be given to child care staff at drop off. Do not leave it in the child's backpack or diaper bag. Since some children have adverse reactions to medication, parents are asked to administer all first doses of the medicine at least 12 hours before the child attends the center. The teacher to whom the child is assigned will complete all necessary forms, administer medication and record dosage. Volunteers will not dispense medication.

Fluids

Water will be offered and encouraged every few hours. Extra water will be encouraged during physical activity, very warm humid weather and illness.

Allergies

Any allergies will be posted at the entrance of the classroom. It will include the child's name, allergies, and protocol if the child should come into contact with an allergen.

Teething

Symptoms of teething include irritability, crankiness and loss of appetite, crying more and sleeping less. Teething generally begins about six months of age. A cold teething ring may be given to the child and gums may be massaged. Tylenol or Motrin may be given for comfort and pain relief at the instruction of the parents. Parents will be notified if fever or diarrhea occur.

Childs Records

The director will make sure that a child information card, including consent for emergency medical care and immunizations according to the EPSDT Schedule, are on file before the child's first day of attendance at the center. A statement of the child's health must also be on file within 30 days and updated annually.

Accident Prevention

Blankets will not be used in cribs. Parents will provide sleepers for warmth. No pins or small objects will be kept in reach of small children.

Falls, bumps, bruises or minor cuts

If the child is easily consoled and no other symptoms appear, the child is considered to be okay. Bumps and bruises will be watched for swelling or redness. Ice will be administered if needed. Minor cuts will be washed with soap and water and bandaged if needed. If the child vomits, is drowsy, loses body tone or consciousness after a fall the parents will be contacted.

Burns

If the skin is broken and there are not blisters, the area will be immersed in cold water. Serious burns will be covered with gauze or clean cloth. Burns will not be cleaned or covered with ointment. Parents and a doctor will be contacted.

Serious Accidents/Injuries/Emergencies

First aid is administered by authorized child care personnel. A parent will be called if the injury is serious or if the child is uncomfortable. In all cases, every effort is made to contact parents first. If the child's parent(s) cannot be reached, and a child needs more than simple first aid, the center will follow directions specified by the parent on the registration and child information card. All accidents are recorded in the center's accident log and an accident report will be given to the parent(s). 911 will be called for major injuries. The injured child will be tended to by a child care worker until emergency workers arrive. Parent(s) will be notified immediately after 911 is called. Child care personnel will accompany the child until the parent(s) arrive. If parent(s) or other emergency contact persons cannot be reached, the child will be isolated on a cot or taken to a medical care facility. This is why it is important for parents to keep the center informed about the following:

1. Changes in name, address, home, work, cell numbers or family physician.
2. Names of persons to be contacted in case a parent/guardian cannot be reached
3. Absence from home or work (day off or travelling out of town)

Convulsions

If a child has convulsions related to fever, we will lay the child down on his or her side with his or her head to one side. The child will be sponged with cool water to lower body temperature. Parents and/or doctor will be notified.

Preparing Food/Formula

All bottles will come to the center fully prepared. State code requires any leftover food, milk or formula at the end of a feeding period to be disposed. A feeding period is a maximum of one hour. A separate bottle must be used for each feeding. Child care personnel will shake bottles a few times during warming to obtain consistent temperature. The temperature of formula will be checked before given to a child by shaking a few drops on the inside of the caregiver's wrist.

Feedings

A flexible schedule will be maintained. Feedings will be stopped when the child indicates that they have had enough (to avoid over feeding). Independence will be encouraged by allowing the use of hands and a spoon. Poor eating may be a sign of teething, minor cold or illness. If this occurs, more liquids and easily digested foods will be offered. It is normal for the consumption of liquids to decrease as the consumption of solids increases. Less food will be needed around the child's first birthday due to the slowing down of the child's growth rate.

Choking Baby

If a baby is choking, the following procedure is followed:

1. Hold the baby over the lap with head slightly down.
2. Slap the baby between the shoulder blades.
3. Check mouth and throat for choking object(s).

Sanitizing Toys and Equipment

Heavily soiled or mouthed toys will be set out of reach and washed and disinfected before being used by another child. All toys will be washed and disinfected daily in the infant/toddler room. Toys in the preschool age room will be disinfected weekly. Sleep equipment will be kept in a sanitary manner and bedding will be washed weekly. Cots will be washed and disinfected daily. Bedding will be kept in sealed bags and used exclusively by one child. Bedding will be sent home weekly for parents to wash and return on the center on the child's next school day.

Broken Equipment

Broken equipment will be removed out of reach by child care personnel. Equipment in need of repair or replacement will be reported to the director. The director will make arrangements to have the equipment repaired or replaced.

Diapering

Diapering will be done throughout the day. Parents must provide diapers and baby wipes. Only creams, lotions and powders provided by parents will be used. Forms must be signed allowing use. Diapering will be done on a changing table or pad. The changing

table or pad will be cleaned and sanitized after each diaper change. Supplies will be kept in containers in the child's labeled cubby. Diapers will be checked every two hours to ensure frequent changes. A record of diapering will be kept on the daily journal report.

Toilet Training

Toilet training will be planned and carried out by agreement of the parents and child care personnel. Training will begin when the child appears ready. A child must be able to walk and talk before training will begin. Children will be left to sit on the toilet for brief periods only, no longer than 5 minutes. Praise will be given for success. Words for toileting will be chosen with the parents and used consistently.

Bladder training will begin first. The child's normal pattern will be noted to determine times to attempt toileting. Bowel training will occur second. A child should have dry diapers for two hour intervals to begin bladder training. Accidents will be treated in a matter of fact fashion. Reassurance and encouragement will be used, never force.

Crying

Crying is an infant's primary means of communication. Support, redirection, comfort and empathy will be provided for a crying child. Some crying can be prevented by providing a calm atmosphere, holding the child and anticipating needs. If a child's needs are met, the child will be given time to comfort him or herself to see if the crying ceases. At naptime, the least amount of intervention possible will be used. Infants and children can often be comforted by stroking with a hand or soft cloth. Pats on the back and skin to skin contact can also be comforting.

Record Keeping

Daily logs are kept so that parents can receive comprehensive and detailed information about their child's physical and developmental changes and/or needs. The log will include food intake, sleeping patterns, bowel movements and developmental milestones for children up to 30 months of age.

EMERGENCY PROCEDURE

In the event of a change in a child's health, a child has accident, injury or incident or when a child is too ill to remain in the group, the following emergency protocol will be used:

1. Place responsible adult in charge of other child care children.
2. Administer emergency first aid treatment to injured or ill child.
3. Call, text message or e-mail parent(s) or authorized person if injury or illness warrants, according to discretion of child care worker.
4. Remain with ill or injured child until parent arrives.
5. A written injury report will be provided at pick up if warranted.

An incident includes but is not limited to the following: a child is lost or left unsupervised, alleged sexual contact between children or a child and a staff member or volunteer.

1. A verbal report needs to be made to the department within 24 hours of the occurrence of any of the following:
 1. A child is lost or left unsupervised
 2. Inappropriate contact
 3. Death of a child in care
 4. A fire on the premises
 5. The center is evacuated for any reason
2. A verbal report needs to be made to the department within 24 hours of notification by a parent that a child received medical care or was hospitalized for an occurrence while the child was in care.
3. A written report outlining the first two steps will be provided to the department within 72 hours of the verbal report.

EVACUATION DRILLS

In keeping with state regulations, our school is inspected periodically and is equipped with the necessary fire extinguishers required by law. Practice fire and tornado evacuation drills are conducted regularly throughout the school year. Evacuation routes are posted in the classroom. Lock down procedures are also posted and practiced in case of an intruder in the building or on the school premises.

UPSETS IN ROUTINE AT HOME

Sometimes variations in a child's behavior are for reasons other than physical. Please notify your child's caregiver if unexpected things happen at home. Some examples of unexpected routine changes include: illness at home, visits from grandparents, the death of a pet, bad tantrums, etc. Notifying your child's caregiver will allow staff to gain a better understanding of behavior variations.

Infants/Ones/Twos Supply List

1. pack or Diaper Bag(LABELED)
2. Diaper bag items: wipes, ointment, powder (LABELED)
3. Complete change of clothes appropriate for the season(LABELED)
4. A box of gallon size Ziploc bags
5. One box of tissues
6. One roll of paper towels
7. Sippy Cup at age one (LABELED)
8. Blanket for nap (for age 2 LABELED)

Children who are not potty trained must have an adequate supply of disposable diapers. Please watch for notes notifying you that new supplies are needed. Please inform childcare staff when you begin potty training so that we can coordinate with your efforts. Your child will need to wear pull-ups during the training process. Extra clothing and training pants will be needed during the training process.

Infant Food

Parents are asked to bring a daily supply of bottles for infants. Each bottle must have the child's name and date on it. As infants grow their appetite may grow unexpectedly. Please provide a can of commercially prepared formula for your child just in case.

Baby food should be clearly marked with the child's name and date. Try all new foods 24 hours before leaving your child at the center. Food allergies at the infant and toddler stage are not uncommon. Parents will be responsible for providing infant spoons, sippy cups, etc.

Crackers, cheese, fruit, and vegetables will be provided by the center for snacks when the infant or toddler is developmentally ready for them. The child care personnel will coordinate the introduction of finger foods with the parents. Whole milk will also be offered with snacks. One's and Two's will be offered a morning and afternoon snack. Parents will bring lunch for the child or hot lunch may be ordered when the child is ready.

Preschool Age Children

Children age 36 months and older will need the following items the first day of child care. These items need to be **labeled**.

1. Backpack large enough to hold snow gear in the winter time.
2. One complete change of clothes appropriate for the season
3. A box of gallon size Ziploc bags
4. One box of tissues
5. One roll of paper towels
6. Blanket for nap

If your child has food allergies or follows a special diet, please inform the child care staff so appropriate arrangements can be made.

I, _____, have received a copy of Immanuel Lutheran Child Care Center's Handbook. By signing and returning this form, I agree to uphold and maintain the guidelines outlined in the handbook.

Printed Name _____

Signature _____

Date _____