

Welcome to Packers' Pride Preschool and Childcare Center

Packers' Pride Childcare Center and Preschool extend a warm welcome to you and your child. This parent handbook provides you with valuable information about your child's schedule/activities, the Center's philosophy, policies, and other useful information about our program. We recognize that culture influences every aspect of a child's development, and every consideration of childrearing beliefs and practices, will be given for the inclusion of all children. We encourage the parents to read our handbook prior to your child's first day at school. Please feel free to discuss any questions parents may have regarding this handbook with the Center Director.

Philosophy

The Center Where Children Will Play, Learn and Grow

At **Packers' Pride Preschool and Childcare Center**, we believe that each child is unique and grows and develops at varying rates. We believe children learn through natural senses, active thinking, and experimentation. The Center is committed to providing an environment that will encourage children of all backgrounds and special needs to develop physically, socially, emotionally, and intellectually. Our program will offer safe, barrier-free opportunities for children to explore, manipulate, discover, make choices, and create at their own pace through active play, materials, and age-appropriate activities.

Our program supports our country, community, and school diversity by providing parents with materials and services that meet individual needs. Our personal library, as well as the classrooms, contains books, puzzles, games, and other classroom materials that welcome family cultures and beliefs and encourage acceptance among all children. We post pictures and words that include another language from English throughout the Center.

The staff at Packers' Pride Child Care is continually trained in basic growth, development, nutrition, and respect for cultural and diverse needs, and will maintain appropriate expectations for each individual child. Various teaching concepts are used to meet all children's learning styles. We will provide an environment that is warm, accepting, and respectful to both children and parents; and fosters a partnership with families that creates security, independence, and a positive self-concept. The staff will encourage and enhance interactions between children with and without disabilities.

All parents are welcome to visit the Center at any time.

Limited language interpretation upon request.

Packers' Pride Child Care Center and Preschool will follow the guidelines and licensing requirements set by the State of Michigan Department of Human Services (DHS).

All licensing inspections and special investigations are available at the childcare licensing website www.michigan.gov/mileap/early-childhood-education/. You may also request to view the licensing notebook during our regular business hours.

Curriculum

It is the privilege of Packers' Pride Preschool and Childcare Center to teach, guide, love and protect your infants through preschool children while they are in our care. We follow the Creative Curriculum model as the basis of our developmental continuum from Birth to Kindergarten. We combine its methods with the S.T.E.A.M. concept that is taught in many elementary (and higher education) schools. We believe that combining these two theories will allow children to think critically, make decisions, and work independently and as a group, which begin the building blocks for future success.

All children have capabilities: *Some* children need help *all* of the time; *all* children need help *some* of the time. It is our policy to accept children with all developmental and physical needs. We provide materials, toys, and equipment that will accommodate various needs (provided it does not cause undue hardship for our operating funds). Developmental materials, books, puzzles, and toys are chosen for enjoyment and encourage play individually, in small groups, or as a whole classroom experience. *"Scientists have recently determined that it takes approximately 400 repetitions to create a new synapse in the brain-unless it is done with PLAY, in which case, it takes between 10 -20 repetitions."*

Our staff is trained and continues to update their education to ensure quality lessons and care. Within the first month of admission, we, along with the parents, conduct an assessment of individual children using the Ages and Stages Questionnaire (ASQ). The purpose of assessments is to tell us what your child knows, what direction we need to go to meet his/her and the group's needs, and how he/she is progressing. The assessment is followed up according to the ASQ instructions and shared with parents during a brief conference within the first 45 days of school. We also track each child's ongoing development and skills, following the goals and objectives of "Creative Curriculum" Teaching Strategies Gold. This curriculum has been chosen to involve the children in what interests them. The teachers are better able to develop lessons according to Michigan teaching standards when they know the children are excited about their play.

Packers' Pride does not have specialists on staff. However, we do have access to their professional expertise should our program not be able to meet the needs of a child.

Packers' Pride will conduct two formal developmental conferences yearly (October and March). These conferences will include, but not be limited to, the social, emotional, intellectual, and physical growth of individual children.

Inclusion

Packers' Pride Preschool and Childcare Center is committed to the principle of inclusion and complying with the Americans with Disabilities Act. Packers' Pride is also committed to every child equally, regardless of his/her special needs, and will commit to learning more about your child's specific needs and providing resources necessary to accomplish our common goal of meeting your child's individual care and education plan. Additionally, we believe that including children with special needs in our program can enrich the experience of learning for all children. It is our desire to make realistic accommodations for all children with special needs within the guidelines of the ADA.

In order to meet the individual needs of each child enrolled with an identified special need, Packers' Pride will proceed with the following procedures and practices: Our staff will receive ongoing training on inclusion and special needs related to the enrolled children's specific needs. Parents will be invited to join the staff during special needs training, and we encourage them to include us when they receive notification of workshops and seminars.

Confidentiality of all children and families will be respected and maintained at all times

Children with special needs will be included and encouraged to participate to the fullest extent of their abilities. Toys, games, puzzles, and other activities will be adapted to meet the educational needs of each child.

We will continually communicate and meet regularly with our families and be responsive to their needs

Our physical environment will be barrier-free

We use a variety of teaching strategies that will meet the individual needs of all children including providing writing tools, eating utensils, reading materials, manipulatives, and volume control devices as well as other items to create a successful learning environment

All staff members will lead and encourage interactions between children and families without disabilities

A special needs and care plan will be created with the assistance of the parent/guardian, health care provider, and Packers' Pride to ensure that all parties are aware of the care practices in place. Packers' Pride does not have a social worker or other specialists on staff but has access to services upon request.

The special needs and care plan will be completed annually, unless a special conference is necessary and called by the director, teacher, parent/guardian or doctor.

Cultural Competency

Packers' Pride Preschool and Childcare Center is committed to respecting children's and family's cultures and diverse needs. We recognize that culture influences every aspect of a child's development and is reflected in childrearing beliefs and practices. We also believe that it is important to support and preserve the child's home language usage, faith/beliefs, and cultural traditions. Furthermore, we recognize that children can and will acquire the use of English even when their primary language is used and respected. It is our desire to support this statement in a variety of ways depending on the family's individual needs:

Families will always be treated with respect and sensitivity beginning with our first meeting and following disenrollment. We will demonstrate a genuine interest in cultural differences and family practices other than what is familiar to us as individuals.

Families' financial limitations are respected when planning for activities potentially resulting in additional costs, through the acceptance of DHS payments, and a clear understanding of payment expectations at the time of enrollment

Accurate information will be gathered and noted about each family and their culture, faith/beliefs, and cultural traditions. (We use a verbal and written biography)
This information is included in part of the child's daily plan as it relates to food consumption, holiday recognition, faith practices, etc.

Families are encouraged to be actively involved in what their child/ren is doing in our program through presentations, cooking, games, and crafts, to name a few.

All families are asked for the best way to communicate information.

Where English is the second language, we will encourage and assist families in becoming knowledgeable about the cognitive value for children of knowing more than one language and provide them with strategies to support, maintain, and preserve their home-language.

It is the practice of the Packers' Pride staff to continually train and become knowledgeable in diversity, culture, and languages.

Admission Procedure

Parents may enroll children on a full or part-time basis. Drop-ins will be allowed only when staffing and space are available. Parents must submit an enrollment agreement and a non-refundable registration fee. Children will be enrolled, regardless of nationality, race, religion, or sex, on a first-come, first-serve basis. All families will be treated with equal respect and sensitivity. A waiting list will be compiled for applicants exceeding our license capacity and will be called in the order received when space is available. It is the policy of the Packers' Pride Preschool and Childcare Center to accept enrollment of children with special and/or cultural needs. Every attempt will be made to serve children with a variety of needs. And, all children and families will be supported in their cultural values and norms of the home.

The Center Director will arrange an enrollment meeting with the parents prior to admission to review the Center's policies and procedures, complete an enrollment agreement, discuss and document the child's development and health history, complete needed paperwork, and allow the parents and child the opportunity to explore the school and meet the staff. Confidentiality of all families will be strictly observed. Before a child may begin attending the Center, it is MANDATORY that we have the following items on file.

- Enrollment Agreement
- Child Information Card
- Health Appraisal Form
- Copy of Immunization
- A signed statement acknowledging their access to reading our Licensing Notebook

Parents are also invited at this time to share their cultural background and beliefs; so that we may better include their family into our program. We will welcome suggestions and guidance that will assist all children and staff to best accommodate their needs and easily include their uniqueness in our day to day lessons and care.

Plans to include the special needs of children are discussed at this time. We will determine if special services will be needed and how we will provide space and time to allow this intervention. We will draft a plan to assist with the dietary, emotional, and physical needs; recommendations from the child's physician and other support team will be included to best care for and educate him/her. Another written plan will be completed concerning the evacuation and relocation of the child should it become necessary to do so.

Enrollment Agreement

The enrollment agreement includes a schedule of days and hours of care needed, rates for childcare in full or half days, amount of monthly tuition including a non-refundable

registration fee, and beginning and end dates of enrollment. The Center and parents will receive a signed copy of the agreement. Contract changes are sometimes necessary; the Center will try to accommodate the needs of every family. However, due to staffing and enrollment, it isn't always possible.

Each family must have a signed contract on file. The signed agreement holds the parent or guardian responsible for the schedule of care, tuition, and other fees. Please be prompt with your payments, this allows the director more time to focus on childcare.

Registration /Sustainability Fee/Maintenance Fee

Upon enrollment each family is required to pay a \$25.00 non-refundable registration fee; this covers administrative costs and paperwork for new enrollments. Registration is based on one-child enrollment and will be discounted by \$3.00 per child for multiple-child families. Each September, a \$25.00 per child sustainability fee will be included in the monthly bill to cover beginning of the year materials. In April a maintenance fee of \$25.00 per child will be included in the bill to cover the replacement of broken equipment or purchasing new items.

Child Information Record

Before admission, each child is required to have on file, a completed emergency contact form. This record shall include the child's residence. The address, work information, and telephone numbers of both parents, emergency contact persons to whom the child may be released to, and permission to secure emergency medical treatment. This form shall be reviewed, initialed, and dated at the time of admission and updated annually or when information changes. It is very important that prompt and accurate changes be made in order for the staff to make appropriate decisions in unusual circumstances.

Health Tracking/Immunizations

Before admission, all children must have a certificate of immunization showing a minimum of 1 dose of the immunizing agent specified by the Department of Community Health (DCH) or a copy of a waiver addressed to the Department of Community Health signed by the parent stating immunizations are not being administered due to religious, medical or other reasons. When a child is under school age whose immunizations are not up to date at the time of enrollment and has been in attendance for 4 months, an updated certificate showing completion of all additional immunization requirements as specified by the DCH shall be kept on file unless there is a signed statement by a licensed health care provider stating immunizations are in progress.

Within 30 days of initial attendance, all children must have on file, a physical evaluation signed by a licensed health care provider. An evaluation for an infant may be accepted not more than 90 days preceding admission and annually thereafter. An evaluation for a preschool-age child (3 years) may be accepted no more than 6 months prior to admission and updated every 2 years. Immunization schedules and dose requirements (from DCH) will be available to assist parents in scheduling their child's appointments and prioritizing his/her health needs. Although no specific list of healthcare providers is posted, the

director, teachers, and other parents are prepared with options and recommendations for, but not limited to, local doctors, dentists, optometrists, social workers, and mental health providers upon request.

Packers' Pride supports the importance of regular medical exams and immunizing children (however, we respect a parent's right not to). Annual physicals have proven to decrease developmental delays through early detection and intervention. They assist parents and caregivers in creating a strategic plan to best support each child's needs, and by adhering to a scheduled immunization series decreases the possibility of widespread disease. (All reported communicable diseases are reported weekly to the DCH and posted with related information on the parent board by the daily sign-in sheet).

After we receive each child's health appraisal and immunization record, the current date, next visit, or dose due is recorded on a monthly health tracking record. Parents are given written and verbal reminders and a health appraisal form to take to the physician one month before the due date. If the child reaches the due date and no attention has been sought, another written and verbal reminder is given to the parent with a request for a written confirmed appointment date or a signed waiver from DCH.

Following the admission conference, when health and development are discussed, the Director, teacher, or parent may request a follow-up conference to discuss concerns and create an individual plan that best accommodates the health and developmental milestones of the child.

Throughout the year, the teachers and caregivers will read books, show an interventional video, and provide an opportunity to explore children and adults going to healthcare professionals for regular check-ups and immunizations. These lessons will be relayed to families through Bright-wheel communication and posted on the daily activities board. Packers' Pride provides a hearing and vision screening annually, a visit from a dental hygienist to demonstrate oral hygiene, and a visit from a registered nurse to practice hand washing and properly covering one's cough. Pamphlets, educational information, and professional options will be made available on the parent board. We strive to create a healthy environment for all children and caregivers by practicing hand washing, covering coughs, and thorough equipment and toy sanitizing to minimize the risk of germ transmission.

Withdrawal Procedures

Parents withdrawing children must give a two-week written notice to the Childcare Center Director. If the child is being withdrawn due to some dissatisfaction with the quality of care received, The Packers' Pride Child Care Center staff encourages parents to share (in person or in writing) these concerns. Every attempt will be made to meet the needs of families and children.

Any non-communicated absence (beyond two weeks) will be grounds for termination. The family may re-register if staffing and space are available.

Any non-payment of tuition and fees beyond 2 weeks will be grounds for termination.

The incorrigibility of the child or parent is grounds for termination.

It is the desire of Packers' Pride to promote collaboration between the families and staff, in order to best meet the needs of each child. Just as a parent may have concerns about the care a child receives, the childcare staff may have concerns about our ability to meet the needs of a particular child or family. If the child indicates through behavior that his/her needs are not being met, the parents and staff may need to initiate a conference or series of conferences. The following format will be followed:

Initial Parent Conference:

To discuss a concern, this may be accomplished by request of the parents or staff for documentation of behavior, health, and eating or sleeping patterns. The request will be made at this time by either parents or staff that specific intervention and educational methods be implemented. A written plan may be necessary for providing individual attention and tracking progress.

Outside Consultation:

An educational or counseling consultant may be contacted to help with the process of determining the needs of the child.

Second Conference:

A second conference will be held to either discuss the progress and plan for the future of the child at the Center or make the difficult decision that the child's needs will not be met at this time, in this program Parents and staff should do their best to continually communicate each child's progress and changing needs in order to better serve him/her.

Hours/Holidays

PACKERS' PRIDE CHILD CARE CENTER will be open from 6:00 a.m. to 6:00 p.m. Monday – Friday. We will follow the Fremont Public School schedule of closures for holidays. A sign-up sheet will be posted prior to extended scheduled closures. Parents must register for the time needed. If sufficient enrollment is met, we will remain open. When school is canceled or delayed due to weather, Packers' Pride will remain open as scheduled unless it is broadcasted as "Packers' Pride Childcare" Closed.

Fees/Payments

Parents will be aware of the amounts of their payments and payment dates upon signing the enrollment agreement. We request that parents make every attempt to make these payments on time and in the correct amount. Late payments are discouraged as they cause more administrative work for the childcare director and distract her/him from the childcare focus.

Families that qualify for Child Care services will be expected to submit their application to the Department of Human Services prior to their child's first day of child care. Any fees not covered by DHS (registration, maintenance, or late fees) must be paid on regular due dates by the parents. Any percentage of childcare tuition not covered by DHS is also the responsibility of the parents/guardian and is to be paid by the due date or late fees will be assessed.

Arrival/Departure

Parents must always accompany their children into and out of the Center at all times. **PLEASE DO NOT** bring your child into the classroom before your scheduled time. Our staff may arrive early, but this time is used for preparation, and we cannot supervise your child in the manner expected. It is equally important that you pick your child up and leave at your scheduled time. We encourage parent-teacher communication; however, if you have lengthy questions, please consider making arrangements for a short conference. A sign-in sheet is located on the interior of each classroom door, where parents will note the time of arrival and departure. It is very important that each child is signed in and out every day, as this sheet is used for attendance and Emergency Drills. No child will be released to a person not listed on the child's information card.

If someone other than the parent is to pick up the child, parents should notify the Center of this change. This person will have to present a picture I.D. before the Center will release the child. If a person on the child information card arrives before the parents inform the Center, we will contact the parent or emergency contact person before the release of the child.

Child Protection Laws

Packers' Pride Childcare Center is mandated by the Child Protection Law and will report to the Department of Human Services (DHS) any suspected case of abuse, neglect, child sexual abuse, or sexual exploitation. If abuse or neglect is suspected and the offender is thought to be a parent, the director or suspecting staff member will report her/his suspicion immediately. DHS-231-689-5575

A written statement will be dated and filed with both the director's and the reporting staff member's signatures. A copy of this law, along with any others, may be obtained from the Center Director. Please feel free to discuss any questions or concerns that you might have on this subject with the director.

Child Care Release Policies

Occasionally, release issues arise in childcare settings; therefore, Packers' Pride Child Center has established specific policies that pertain to such issues. The following are some of the situations that need to be addressed. Parents and staff must be aware of these policies and work together to ensure that even a difficult situation runs smoothly. To ensure open communication for families of two separate homes, Packers' Pride will provide individually labeled newsletters, calendars, and other important information. (Two folders labeled "Mom", and "Dad" will be kept in your child's cubby)

PARENT NOTIFICATION:

If a parent or guardian must be reached due to an accident, injury, incident, or illness, the director or lead staff person will call the parent using the emergency card; if the parent is not able to be reached, we will continue through the chain of release. When a child is diagnosed with a communicable disease, it must be posted describing the illness, the date of possible exposure, and the action to prevent the spread of the disease.

In the event of an emergency evacuation of the premises, the Fremont Police Department will place an announcement on local radio and television stations. Packers' Pride will also communicate to parents via streamed personal devices and a door posting the reunification information. Parents and caregivers must present identification before a child is released.

EMERGENCY RELEASE:

If a parent is unable to pick up a child due to unplanned circumstances, the parent should make arrangements for another adult, listed on the emergency information card, to pick up the child. In the event that this is not possible, and an adult who is not listed on the card must pick up the child, the parent must notify the Center by phone. A description must be given of the adult who is to pick up the child, and when he/she arrives, picture identification will be required to release the child. If at any time an adult (who is listed on the card) arrives to pick up the child and the parents "forgot" to inform the center, a call will be made to the parent before the release of the child. Parents should make every attempt to put all possible adults, (**with their phone numbers**) to whom the child may be released on the emergency information card.

RELEASE TO OLDER SIBLINGS:

If a parent chooses to have an older sibling pick up the child from childcare, the sibling should be listed on the emergency card. Permission must be written by the parent. If the

staff feels that the older child is not old enough for the responsibility or sees an indication of inappropriate supervision (no car seat, preoccupied with friends) a call will be made to the parent before release is made. **This policy also pertains to minor (related or unrelated) “babysitters.”**

RELEASE TO STAFF MEMBERS:

If a parent chooses to have a staff member care for their child after childcare hours, his/her name must be listed on the child’s card. A signed and dated statement must also be on file that Packers’ Pride Child Care Center will not be held responsible for issues that might arise between the caregiver and the parent/child once they leave the school.

SEPARATED PARENTS:

If parents are separated, but not legally divorced, Packers’ Pride Child Care Center does not have the right to deny access to the child from either parent. If a parent is concerned about safety when the child is with a non-custodial parent, he/she should seek action through the court system. Without a restraining order on file, Packers’ Price Child Care Center **WILL NOT** prevent access to the child by either parent.

DIVORCED PARENTS:

In the case of divorce, either parent may pick up their child unless a court order indicates limited or no visitation. (A copy of the order signed by the judge must be in the child’s file). If parents are in the process of separation or divorce, it would be greatly appreciated if the staff was updated on the issues that affect the child’s custody or emotional well-being. Two folders will be located in the personal cubby (one labeled mom and one labeled dad) for the purpose of sending home notices, progress reports, calendars, and newsletters.

GUARDIANSHIP:

If a child is enrolled by a legal guardian or foster care provider, a copy of all legal documents must be in the child’s personal file at the center.

SUPERVISED VISITATION:

In the event that a parent has been restricted by the court to supervised visits, and requests that this happen at the child care center, we will make every attempt to accommodate this arrangement. When this situation occurs, the legal documents must be on file, and the visit must be scheduled in advance and approved by the director.

NON-SUPERVISED VISITS:

Visits from parents are welcome anytime. Parents are welcome to play with, eat or sign their child out whenever they wish. However, if the parent wishes the attention of the staff member, arrangements must be made ahead of time. If the visit becomes upsetting or fearful for the child or other children, it will be necessary for the director and parent to discuss an alternative method. No legal parent will be denied the right to be with their child.

INTOXICATED PARENTS:

If a parent arrives at the Center to pick up his/her child, and he/she is intoxicated, and planning to drive with the child in the car, all attempts will be made by the director to delay and stop the parent from driving. The Director will first call the other parent or someone from the Child Information Record. If this is unsuccessful, the child will be released to the parent, and the Director **WILL** call the police and report that the child is being transported by an intoxicated parent. Packers' Pride Childcare Center does not have the right to deny a parent access to his/her legal child, however, we are bound by law to protect each child. (An intoxicated adult authorized to pick up the child will be denied removal. Period. and the parent will be notified).

ABANDONED CHILD:

If a child is not picked up by the close of the Center, every attempt will be made to reach the parents or other adults listed on the emergency card to pick up the child. If this is not successful in a **ONE-HOUR PERIOD after the scheduled pick-up time, the child will be considered abandoned**, and the Newaygo County Protective Services will be called.

PARENT INVOLVEMENT

Our hope at Packers' Pride Child Care Center and Preschool is to promote a close positive relationship with the families in our program. Family is the root of our program in which we involve the whole family in all aspects of our program and what we do with their children. We will focus on incorporating the diverse cultures of our families and the community they live in.

Parents can become involved in several ways at the Center. A monthly newsletter will be sent home via Brightwheel and posted on the parent board. It will provide classroom/school information, as well as, parenting ideas and useful materials for the whole family. A bulletin board will be found outside of each classroom door with daily activities and day-to-day information. We will offer a formal parent conference twice a year using the information recorded on the family conference forms, to review their child's development and to discuss his/her future at the Center. Occasionally, it will be necessary to schedule a conference to discuss problems or concerns and to involve outside agencies. Occasionally, workshops and parenting classes will be offered, focusing on nutrition, childcare needs, and other relevant topics. We will also host family and social events throughout the year.

We also encourage the parents to volunteer their time and talents in our program. Packers' Pride invites the opportunity to expand our diversity with the assistance of parental input/teaching about family beliefs and racial, ethnic, and cultural backgrounds. We realize that this is impossible for many parents, and appreciate their input in another way. Our hope is that parents will take the time at home to allow their child to share what they have been busy doing.

VOLUNTEERS:

Volunteers are always welcome and a vital part of our program. They are required to sign a document stating they have never been involved or convicted of child abuse. They must grant permission to Packers' Pride to run a State of Michigan criminal background check, and, if they work with the children 4 or more hours per week for 2 consecutive weeks, they must show proof of a negative TB test. Volunteers are closely supervised by the Director and staff and are never left alone with the children. Their help is greatly appreciated, and they are an asset to our Center.

FUNDRAISING:

Like any business, school, or organization, we need funds to operate. In order to keep child care costs down it will be necessary to have fundraising events. While fundraising is not mandatory to enroll your child at our childcare, participation is greatly appreciated. Upon enrollment, we will supply a list of items that we utilize for our fundraising event

Items from Home/Dress

What to bring to the Center:

1. Clothing appropriate for season. Please be sure to bring shoes, children will not be allowed to walk around in stocking feet.
2. Diapers or training pants
3. A change of clothing
4. **ALL ITEMS NEED TO BE CLEARLY MARKED WITH YOUR CHILD'S First and Last NAME**

What can I leave at the center for the week?

1. A small nap blanket (36"x36") with the child's name on it, no quilts, please
2. A small security item.

What should children wear?

Children are encouraged to wear comfortable clothing. While smocks are provided for painting and other messy projects, clothes will occasionally become soiled. If children are wearing comfortable, appropriate clothing, they will be able to enjoy their daily experience more. Outdoor gear to suit the season.

What should we leave at home?

1. Children should not bring gum to the Center. Parents are requested not to send candy unless it is a special occasion, and they have spoken to the staff ahead of time.

2. Children need to leave their toys at home unless the staff has planned for “show and tell” on the calendar. We cannot be responsible for lost or broken toys.
3. Guns and other toys of a violent nature should not be brought to the Center as the children will not be permitted to play with such items.

Sunscreen

Packers’ Pride must have written consent from parents for each child in care prior to the application of sunscreen. Children under 6 months of age must have written directions from his/her healthcare provider before application. Each child must have his/her own container of sunscreen labeled with his/her first and last name. The container must be replaced when empty or it passes the expiration date.

Outdoor Play

All of the children will go outside every day for 30 minutes, 2 or more times each day. When the temperature reaches 10 degrees (with wind chill) or 85 (with heat index), the playtime will be reduced to 10 minutes. Please dress your child according to the weather. If you believe that your child is too ill to play outdoors, he/she may be too ill to attend P.P. Continued physical activity will continue in the gym for the full 30 minutes. (There are a lot of great internet sites that support outdoor play in all seasons; including facts that playing outside in winter does not cause illness)

Daily Schedule

<i>3 Year Olds</i>		<i>4 Year Olds</i>	
6:00	Packers’ Pride opens	6:00	Packers’ Pride opens
7:00 – 8:15	Breakfast and free time	7:00-8:15	Breakfast free time
8:15 – 8:45	Bathroom/Wash hands	8:15-8:45	Bathroom/Wash
8:45 – 9:15	Outside	8:45-9:15	Outside
9:15 – 9:30	Bathroom/wash hands	9:15-9:30	Bathroom/wash hands
9:30 – 9:45	Circle time	9:30-9:50	Circle Time
9:45 – 10:10	Wash/Snack	9:50-10:15	Wash/Snack/recall
10:10 – 10:30	Gym/outside	10:15-10:40	Project time
10:30 – 11:00	Project time/recall	10:40-11:00	Gym/outside
11:00 – 11:15	Free time	11:00-11:30	Free/BR/Wash
11:15 – 11:30	Bathroom/Wash hands	11:30-12:15	Lunch/recall
11:30 – 12:00	Lunch/ recall	12:15-12:30	BR/Wash/Brush teeth
12:00 – 12:15	BR/Wash/Brush teeth	12:45-1:00	Outside Center/walk
12:15 – 12:30	Outside Center/walk	1:00-3:00	BR/Wash small group review/Rest
12:30 – 3:00	BR/wash/Rest	3:00-4:00	Snack/BR/wash
3:00-4:00	Snack/ BR/Wash	4:00-6:00	Combine Groups Outside/Gym
4:00-6:00	Combine groups Outside/Gym		

INFANT/TODDLER
DAILY SCHEDULE

8:00	Breakfast
9:00	Organized play
9:30	Music and stories
10:00	A.M. Naps Outside or gym time
11:30	Lunch/Brush teeth/clean gums
12:00-12:30	Outside/ Diapers
12:30 – 3:00	P.M. Naps
3:00	Library or Quiet small motor skills
4:00	Outside/ large motor skills
6:00	End of day

Remember when caring and working with infants and toddlers, a schedule is never rigid. It is only a guideline used to develop routines. The infant's cues must be the first priority, and the schedule adapted to best meet his/her needs.

All children will be provided the opportunity to brush their teeth (or gums wiped with a personal cloth) at least once daily.

At Packers' Pride, we strive to accommodate diverse needs by providing a variety of books, materials, and introductions to cultural backgrounds and worldwide celebrations during our daily/monthly activities. We may also prepare/cook food of ethnic backgrounds to introduce a variety of choices and tastes (Strictly following the tree nut/peanut policy). We recognize all children are cognitively, grammatically & emotionally connected to the language and culture of their home.

DISCIPLINE

The approach to guidance at the Center is a positive one, which encourages self-control, self-esteem, and cooperation. Smooth, healthy functioning of the group requires rules that are consistent, clearly defined, and developmentally appropriate.

The following steps will be taken when inappropriate behavior occurs:

1. He/she will be redirected to another activity.
2. A discussion between the staff and the child will help the child learn why his/her behavior was not acceptable.
3. Occasionally a child may be removed from the situation (time out) until he/she is able to gain control. The child remains under supervision.

Staff will avoid the use of comparative remarks, competitive situations, threats, physical punishment, shaming, or labeling children. At no time will spanking, shaking, hitting, or slapping be allowed. Children will not be deprived of meals, snacks, rest, or necessary

toilet use as a means of punishment, nor will any child be confined in an enclosed area. Each child will be cared for with disciplinary techniques that are appropriate to the child's age level and will foster positive self-control.

Through preventative discipline techniques, such as suitable program planning and positive communication, the need for disciplinary actions will be limited. The best motivation for encouraging positive behavior is modeling appropriate conduct, praising desired behaviors, and the child's own inner satisfaction.

Should the discipline policy prove to be unsuccessful due to repeated hitting, kicking, or other bodily harm to children or adults, inappropriate language (including threatening statements), or behavior (throwing or knocking down toys or equipment), it will be necessary to implement a behavior management plan.

The behavior management plan will be as follows:

First offense: Call to the parents and remove the child from the room with adult supervision for the remainder of the day. (If staffing isn't available the child will need to be supervised by a parent or guardian at school or sent home)

Second offense: Call to the parents; the child is sent home for the remainder of the day and a referral to our resource consultant. (Returning the next day)

Third offense: Call to the parents; the child is sent home for a week, and a referral is made to our resource consultant.

Fourth offense: The child will be dismissed from Packers' Pride with the possibility of a conversation with protective services.

Hopefully, we will never need to resort to this additional behavior plan. However, it is Packers' Prides' number one policy to ensure the safety of all of the children in our care.

BITING POLICY

WHY AND WHEN CHILDREN BITE:

Biting occurs most frequently when a child's activity level is too high. Children bite because:

1. It feels good; they need to exercise their teeth and gums.
2. Biting brings out immediate response from their victim: they immediately relinquish their hold on a toy or area the biter wants to claim.
3. It tastes good.
4. Children will explore through their senses (taste).
5. It is powerful to see what kind of immediate impact they have on others.

6. It happens so quickly they don't contemplate what they are doing, they see it as a means to an end, and they don't consider the consequences.
7. Prior to forming language skills, children communicate physically; biting is the most primitive form of showing excitement, anger, or rage.

PREVENTION:

All childcare staff will be aware of certain steps that can be taken to reduce the incidence of biting. Such steps will be:

1. Constantly supervising the child.
2. React quickly when children are in a dispute over something.
3. Tune into children who are going through the biting stage.
4. Understand and meet children's needs.
5. Set up toys and situations that are not frustrating to children.
6. Recognize the whys behind biting and deal with them.

ONCE A CHILD BITES:

All childcare staff will be aware of the steps to take if a child is bitten while in the center. Such steps will be:

1. Give the victim attention rather than the biter.
2. Wash the bite with warm water and soap.
3. Apply ice.
4. If the skin is broken, cover it with a band-aid.
5. Watch the bite over the next 3-4 hours.
6. If a child should develop a fever we will call the parents.
7. Verbal report to the Center Director, a written incident report if the bite is severe
8. Notify both the parents of the biter and the victim.
9. If a child is continually biting, the director and the staff will develop a plan to help.

PEANUT and TREE NUT FREE ENVIRONMENT

For the safety of all children, Packers' Pride Childcare Center has chosen to adopt a Peanut and Tree nut-free program. Peanut/Nut allergies are increasing at an alarming rate each year. Children can develop an allergy at any age. This program is designed to protect children from the potentially deadly effects these nuts can have on some children with diagnosed nut allergies or the potential development of this very common allergy in our very young children (too young to communicate the signs and symptoms of anaphylaxis). Parents who pack their child's meals must adhere to this requirement and provide their child with a peanut/nut-free breakfast and/or lunch. If an item that contains peanut/nut substance is mistakenly sent to school, it will be withdrawn from the child's lunch container and sent home. (The Center will read all labels) Shared A.M. snacks will

consist of fresh, frozen, or commercially canned fruits and vegetables. Fresh fruit and veggies must be in their whole or bagged state. Keep in mind that Peanut/nut-free is not limited to consumption but also includes lotions, creams, soaps, some play dough, and paints. Please read the labels and discuss concerns with the Director. Please see snacksafely.com/ when making choices for your child's breakfast and lunch.

NUTRITION FOOD PREPARATION & STORAGE

Providing healthy balanced meals for appropriate growth and development

Children's behavior can be adversely affected by foods and beverages that are high in sugar and salt or lack the proper vitamins and nutrients for proper growth and development. To minimize behavior issues and to ensure that the children receive balanced snacks and meals, these foods will not be served to children and the parents will be requested NOT to send candy and other snacks with their child/ren.

Packers' Pride Child Care Center families will have the option to purchase breakfast and/or lunch from Fremont Public School (during the Sept- June school year), or it will be the responsibility of the parents to provide their child with a healthy breakfast and lunch from home. A monthly menu is sent home via Brightwheel and posted for the child and parent to make a decision to buy or pack each day. Fremont Public School food service meets the nutritional guidelines of children, ensuring they receive the highest standards of meals for proper growth and development. When parents choose to pack a lunch from home, they are encouraged to refer to "MyPlate.com" for balanced meal choices; cold or microwavable meals are acceptable. The Center will provide vitamin D whole milk at each meal. Parents who forget lunches will be called at work to deliver one for their child or a school lunch will be ordered and billed to the parent. **NO CHILD WILL BE DEPRIVED A MEAL OR SNACK.**

One labeled box of cereal or one frozen item (waffles...) may be left at school for breakfast, for your convenience, but lunches must be provided daily. Please check the parent newsletter for current menu postings and plans for food projects. All items must be labeled with your child's first and last name, contents, and date.

Each day the Center will enjoy a morning and afternoon snack time. Each family will be responsible for, once a month, providing a morning snack consisting of fresh, frozen or commercially canned fruit or vegetable and milk. Afternoon snacks will be provided by Packers' Pride, consisting of grain, protein, and juice. Water is always available throughout the day. The "snack helper" child will assist in preparation if needed, measuring and passing out his/her snack. Snack time is an ideal time to wrap up the day or make predictions while weaving in the importance snacks (and meals) play in our thinking and actions (self-control).

Ethnic foods from home are also welcome as a snack or meal, for the sole consumption of an individual child. Many times throughout the year we choose to celebrate a non-traditional holiday and sample foods from another country or ethnic background. Parents of other races are invited to share and or demonstrate cooking their cultural cuisine any time during the year (please see your child's classroom teacher).

We will ensure that the individual nutritional needs of children with special dietary demands, including food sensitivities and allergies, are planned in accordance with their healthcare provider's recommendations.

Meal time will be served family style with an adult at the table supervising the children. The staff will model good eating habits and manners. The children will clean up their own spills (with help if needed) and table setting. Our goal is to foster independence and develop healthy eating habits in a fun way. Snack and meal times are also an important time to discuss healthy choices, portion control, and how the choices we make affect our brains and bodies.

Breastfeeding is always allowed and encouraged at Packers' Pride. We will provide a quiet private area to nurse your baby if you wish to do so during your breaks from work. Mothers may also provide bottles of expressed milk in clean bottles, labeled with the child's first and last name, contents and date. It is required to discard unconsumed milk after one hour. Labeled frozen breast milk may also be kept in the freezer until needed; clean, separate bottles must be provided for each feeding.

Parents of infants and toddlers who use formula will be required to provide it for their children. Bottles must be made and labeled with the child's first and last name, contents, and date prior to arrival at the Center. Please provide enough bottles for your child for the entire day. We will not have formula on hand nor the means to sterilize bottles. Parents will be called and expected to bring in forgotten bottles.

Infants incapable of holding his/her bottle will be held to drink it, the contents of the bottle will be discarded after one hour, and the bottle will be rinsed and put in the parent bag to go home the same day. Older infants and toddlers that hold his/her own bottle or sippy cup will sit in a high chair or seat to drink under the direct supervision of the staff, and any unconsumed portion will be discarded after one hour, the bottle rinsed and placed in the parent bag to go home the same day. An infant or toddler is never allowed to drink his/her bottle/cup on sleeping equipment (or wander about the room). Unused bottles will be sent home at the end of the day

Sealed food may be brought for one week for infants with the infant's name written on the label and stored on the shelf until needed. Food that requires refrigeration may be brought in daily. It must be in a sealed container with the child's first and last name, contents, and date on the label. It will be stored in the refrigerator (kept at 40 degrees and monitored by a non-mercury thermometer) until needed.

Before any food is handled by the staff and children, they will wash their hands with soap and water.

Heating instructions will be followed on the lunch containers for the preschoolers. Bottles and baby food will be heated in a bottle warmer. Food and bottles will be tested for temperature before serving it to the children. Following meals, the dishes will be washed in hot, soapy water, rinsed in hot water, soaked in bleach water (50 ppm), and then left to air dry. Bottles will be rinsed and sent home. The tables and food prep areas will be washed with soapy water, rinsed, and sprayed with a bleach solution to air dry.

Every precaution will be made to reduce the spread of germs and viruses. (Please see sanitizing procedure)

Eating is our first instinct. However, balanced diets/good nutrition oftentimes fall short of what is necessary for optimal brain and body growth and development. We strive to support children, families, and staff with Nutritional information and facts. We work with a registered dietician, hosting parent classes, training for staff, and kiddy workshops. Menus, lunchbox ideas, and outside assistance sources are posted on the parent board. Games, puzzles, and a variety of plastic food, books, cookbooks, and restaurant menus are accessible every day which provides an opportunity to discuss and make choices for good nutrition. All staff is required to complete 24 training hours annually; a portion of training is focused on various areas of nutrition.

Recommended nutrition websites:

www.choosemyplate.gov

www.fns.usda.gov/cacfp/meals-and-snacks

gonapsacc.org/

letsmove.gov

Childcare Portion Requirement

Two snacks will be served daily; one about mid-morning and again after a nap. Snack time helps provide some of the daily nutritional requirements of young children. It is also a time for children to socialize, learn proper manners, and gain good eating habits.

Two of the following will be served:

1. Whole milk $\frac{3}{4}$ cup
2. 100% fruit juice .4oz
3. Enriched or whole grain bread $\frac{1}{2}$ slice or cereal $\frac{1}{3}$ cup or cooked pasta $\frac{1}{4}$ cup or cooked cereal grains $\frac{1}{4}$ cup
4. Lean meat, poultry or fish $\frac{1}{2}$ oz or cheese $\frac{1}{2}$ oz or egg $\frac{1}{2}$ egg or dry beans or peas $\frac{1}{8}$ cup

NOTE: JUICE AND MILK CAN NOT BE SERVED TOGETHER

These are the national recommended requirements for childcare centers to meet the needs of young children. With the exception of infants who still depend on breast/bottle-feeding, children over 1 year will be offered/ encouraged to drink water in between meals and snacks.

Packer's Pride Day Care Recommended Snack Ideas

FROM THE FRUIT AND VEGETABLE GROUP

You will find the best buys in this group are the fruits and vegetables which are in season. Some may not be as available as others in your area stores.

FRUIT JUICES	FRUITS (dried, canned, or fresh)	VEGETABLES
<p>Buy fruit juices. Do Not buy fruit "drinks" or fruit flavored syrups.</p> <p>Apple Cider Grapefruit* Grape Orange* Pineapple Prune Tangerine Tomato Vegetable</p>	<p>Apple wedges Applesauce Apricots Avocados Banana Pieces Berries Cherries Dates Figs Grapes Grapefruit sections* Mangoes Melon wedges* Nectarine wedges Orange wedges or wheels* Peaches Papayas Pears Pineapple Plums Prunes Raisins Strawberries* Tangelos* Tangerine sections*</p>	<p>Bean sprouts Broccoli flower, raw* Cabbage wedge, raw* Carrot sticks, raw Cauliflower bud, raw* Celery sticks Chicory leaves Cucumber sticks or slices Escarole leaves Green beans, raw Green pepper rings or slices* Lettuce leaves Mushrooms, raw Peas, raw Radishes Romaine leaves Rutabaga strips Spinach leaves Sweet potato strips Tomato wedges or cherry tomatoes Turnip strips Zucchini strips</p>
COMBINATION JUICES		
<p>Grapefruit-orange juice* Pineapple-orange juice Pineapple-grapefruit juice</p>		

The following items will be purchased by the Center:

Dairy: Cheese, yogurt, ice cream, cream cheese (with crackers), pudding.

Protein meat: Eggs, canned meats (tuna, chicken) wow butter

Grain bread: Toast (whole wheat or white), crackers, pretzels, cereal,
peanut/tree nut-free granola bars, cereal bars, pancakes, waffles.

*Especially good sources of vitamin C (Dried fruits can be bad for teeth if teeth are not brushed after eating).

WASHING TOYS

Preschool toys and equipment will be washed on a weekly basis using a bleach solution of 1 tablespoon bleach per 1 gallon of water unless otherwise needed due to illness, lice, etc...then the solution will be increased to 1 cup bleach to 1 gallon of water.

Infant and toddler toys will be washed on a daily basis using a bleach solution of 1 tablespoon per 1 gallon of water unless otherwise needed. Cribs, cots, and sheets will also be washed on a weekly basis unless otherwise needed.

The furniture and carpeting will be thoroughly cleaned twice a year unless otherwise needed.

Lavatory/Potty Training

Bathroom breaks will be scheduled throughout the day. However, any child wishing/needing to go to the bathroom at any given time will be allowed to go. Privacy will be provided for each individual. Children needing help will receive it with an open-door policy from an assistant. Children and adults will wash their hands with soap and water and then use a paper towel to dry off. The toilet seat and any spills will be sanitized before the next use.

If it is the parent's wish, Packers' Pride Child Care Center will work with parents and children who are ready to potty train. It will be done with patience and kindness. Potty training will never be forced or denied. Toddlers will be provided privacy to the best of our ability. Hand washing will be taught as well. The potty chair will be emptied and sanitized immediately, and the adult will wash his/her hands with soap and water.

Diapers

Regular hourly diaper checks will be made by the staff members and documented. However, if a child is wet or soiled in between checks his/her diaper will be changed immediately. Ointments or lotions of any kind will not be applied unless a parent

provides written permission. A physician's written consent and directions may be required on some products.

The Following Steps Will Be Followed:

1. Each child will have his/her own clean protective covering for the changing table.
2. The staff member may choose to wear rubber gloves
3. After the child is clean, the gloves and diaper will be thrown away in a container with a tight-fitting lid.
4. Child and adult hands will be washed with soap and water before returning the child to a play area
5. The staff member will clean the changing table with a bleach solution or suitable disinfectant
6. Wash hands thoroughly with soap and water
7. Staff members may want to use hand lotion

The Following Steps Will Be Followed When Using Cloth Diapers or Training Pants:

1. Each cloth diaper shall be covered by a waterproof outer covering. This covering shall be removed as a single unit with the soiled diaper or training pant
2. Diaper/ training pants outer covering shall not be reused until washed and sanitized
3. NO rinsing of contents shall occur at the Center.
4. Soiled diapers shall be placed in a plastic-lined, covered container with the child's name and date, And, used only for that child's soiled diapers.
5. Soiled diapers shall be removed from the Center every day by the child's parent.
6. A clean supply of diapers or training pants shall only be used for that child.
7. If cloth diapers or training pants are found *not* to be thoroughly clean or dry, the Center will contact the parent and expect replacements before the next diaper check (1 hour)

A labeled supply of diapers may be left at the Center, and a note will be sent home when supplies get low.

Nap/Rest Time

Following lunch, the children will take naps on individual cots or kinder mats provided for them. We have clean sheets and blankets for each child to use. However, children may bring a favorite blanket (NO QUILTS or LARGE PILLOW PLEASE) or a toy for the rest period. Please clearly label the item and take it home on Friday. Soothing music, a quiet story, and back rubs are used to settle the children for their nap or rest. Children

do not have to sleep but will be asked to rest so the children who do nap may do so. Nap time will be supervised at all times.

Naps or non-stimulated rests (no devices) provide much-needed downtime that aids the important physical and mental development that happens in early childhood. Naps help children from becoming over-tired, affecting their moods and making it more difficult for them to fall asleep at night. [Johns Hopkins All Children's Hospital](#)

The infant and toddler naptime will vary according to the child's own sleep patterns. Cribs with clean sheets and a blanket sleeper (no loose blanket or object will be in the crib) will be provided for infants. Toddlers older than 1 year will use cots, sheets, and blankets. (R 400.8176 #8)

Television Viewing Policy

In recognition of the impact that large amounts of T.V. viewing has on many children, due to its violent, sexist, and materialistic nature, television will be limited. We believe that in order to maintain our high quality of care, this is necessary, and the following guidelines will be observed.

1. Material being viewed is developmentally appropriate.
2. Videos will provide learning opportunities or recreation to the children.
3. The staff will discuss with the children what they are watching and initiate a discussion about the content of the video
4. Videos rated G only will be allowed.
5. All videos will be viewed and discussed by the staff prior to showing it to the children.
6. Children under the age of 3 years old will not be permitted to watch television programs or videos.

If a child wishes to bring a video from home to share, please discuss it with the staff before bringing it to the Center. The video must be clearly labeled with the child's name. Complete care will be taken in using "shared" videos, but sometimes accidents happen and Packers Pride Childcare does not assume responsibility. If obsessive use occurs, a log will be kept in order to review the actual amount of time spent watching television.

Field Trips

From time to time Packers Pride Child Care has the opportunity to go on field trips. Only children 33 months and older will go on trips farther than the Arboretum Park. The parents will be notified in advance about the details. Field trips are a very important part of preschool education. They will learn about our community along with self-control and safety. The staffing for field trips will be 1 staff member per 6 children. Parent volunteers

are always welcome. All preschool children are welcome to attend all field trips. However, if it is not your child's regular scheduled day of school, a parent or guardian must attend with that child. A Fremont Public School-approved minivan or bus will be used when a field trip requires transportation. Due to the new law that went into effect March 10, 2000, it will be necessary for parents wishing their child to go, to provide an approved car seat. All drivers of the minivans are school staff and are required to show proof of a valid driver's license and a driving background check, proving no more than 2 points, prior to all field trips.

Any time a child leaves the property of Packers' Pride Childcare Center, it is considered a field trip. We enjoy sharing walks in the neighborhood, either on foot or by stroller (infants). The elementary-age children walk to the Rec Authority pool and to the city park. It is necessary that we have on file your acknowledgment and permission for "walking field trips." (Please see the last page)

Transition

Children gain the knowledge and experience they need for each stage of their development. Each stage prepares them for the next level of growth. Using the ASQ as milestone markers (and our own instincts and training), we are able to determine when your child is ready to advance to a higher level of play and instruction. In the event that we cannot move a child to the next room in line due to staffing or class size, we will provide and offer, materials and instruction that encourages continued growth. Transitions are discussed briefly during the enrollment meeting with verbal communication continually as the children develop.

At the beginning of each school year, each classroom teacher will provide an outline of what to expect and what is needed from you when your child enters that room. When we notice that a child is nearing his/her peak of development, we will have a discussion with the parents, letting them know their child will begin his/her transition to the next room. It may be necessary for written permission from the parent due to the age and ratio difference. He/she will begin to spend small increments of time in the next classroom. There, he/she becomes familiar with the teacher, other children, and surroundings and then returns to what is secure. Each child is different in the time it takes to adapt. When we see that they are confident in the new surroundings, we inform the parent that permanent change is about to take place and provide them with the information for that room.

If special services are needed, it is the parent's responsibility to make appropriate arrangements. Packers' Pride will meet with the agency to provide materials and space needed, (either within or outside of the classroom) to best accommodate the child and special worker. Children are curious, and some children become nervous when someone unfamiliar visits our classroom. To best prepare the children we meet together before the guest arrives and discuss when and why this person is coming. We may read a story

about the service he/she provides or possibly have a Zoom introduction to prepare the children and alleviate any insecurity.

Sometimes children experience changes in their personal lives. Life changes can range from difficulties and sadness to celebrations. When a family has a change in their day-to-day life, we encourage the parents to discuss it with the director and the classroom teacher. Children who are experiencing change will sometimes display behavior, mood, appetite, or bathroom changes; should this occur, the teachers will discuss their observations either via Brightwheel or a special conference. We will be glad to respond to the situation in the manner in which you desire it handled. We will ensure the child is in the classroom through books, role play, color pages, and conversation. We will also offer guidance to an outside agency if needed. In all situations, good or uncomfortable, Packers' Pride will practice unbiased sensitivity and the utmost confidentiality.

Staff Training

At least 1 on-duty staff member will have current infant/child CPR and First Aid Certifications. Certificates will be kept in employees' files. (All staff at Packers' Pride is CPR and FA trained)

All staff members will attend a class on blood-borne pathogens, and certificates of completion will be kept on file.

Infant-toddler providers will be trained on Safe Sleep and Shaken Baby Syndrome.

A staff in-service will be offered every 30 days, covering a variety of child development materials and up-to-date techniques, including training on inclusion and special needs. They will learn accurate information about the cultures and diversity of our families. They will be trained in daily communications and curriculum planning.

All staff members will be encouraged to attend county and state workshops, classes, seminars, as well as college classes. (16 clock hours annually) (24 for GS to Q)

The Center's teacher will have completed an Associate's degree with at least 12 college credit hours in child development, or the Child Development Associate.

The Center's Director will have completed no less than 60 college semester hours with not less than 12 college hours of child development, child psychology, or early childhood education. She/he will attend workshops, seminars, and classes offered by local and state agencies.

The Director and the teachers will be encouraged to continue taking college courses in the child development area to which they are assigned.

Staff and Volunteer Criminal Clearance Procedures

Before a hired staff person or volunteer for Packers' Pride Child Care Center has unsupervised contact with the children she/he will agree to a Comprehensive Background Check. A CBC is a report from the licensing database for a previous disciplinary action, an FBI fingerprint check for all state and federal crimes, a report from the Michigan Child Abuse and Neglect Registry, and the National Sex Offender Registry. Also, the criminal history registry and child abuse/neglect registry for all states of residence in the past 5 years. If the volunteer is a parent, then this sub-rule may be waived, and the parent will always be directly supervised.

During the initial interview, the applicant will be asked to sign a statement stating that she/he is aware that abuse and neglect of children are against the law and that she/he has been informed of the Center's policies on child abuse and neglect and that as a caregiver she/he is mandated by law to report abuse and neglect.

Additionally, staff persons and volunteers* will also be requested to grant permission and needed information (birthday, other names) to the Center to conduct a criminal conviction check through the Michigan State Police, via the Internet. Any applicant who has been convicted of child abuse or neglect of a felony involving harm or threatened harm will not be hired, allowed in the center, or permitted to have contact with children in care of the center.

As of January 1, 2006, all staff members located within the building of the Childcare Center will be required to submit to central fingerprinting.

Finally, all hired Fremont Public Schools employees will be required to provide no less than 3 written personal references, which will be followed by a phone check. This policy is in accordance with Act# 238, Public Acts of 1975, as amended being 722.612 to 722.636 of the Michigan laws.

*A volunteer is one who has contact with the children at least 4 hours per week for more than 2 consecutive weeks.

Staff Health Screening

All staff members will have a report signed by a licensed physician or physician's assistant stating that they are physically capable of performing the required duties of child care.

All staff members and volunteers (who have contact with the children 4 hours per week for more than 2 consecutive weeks) will have on file a negative T.B. test report verified within 1 year before employment. Additionally, each staff member and volunteer will

have on file a report stating that she/he is in good health from a Physician or Health Care Provider

The children will have on file an immunization record of at least 1 dose of each immunizing agent at the time of enrollment or not later than the child's first day of school. The records will be reviewed monthly and updated certificates will be placed on file. The children will also have on file the following within 30 days of admission.

1. A written health evaluation signed by a licensed physician or his/her designee made within 3 months preceding admissions but not more than 30 days following for children 2 weeks to 2 ½ years. And not more than 1 year preceding or up to 30 days after admissions for 2 ½ to school-age children.
2. A written statement from the parent that the child has or will take part in a public health care screening. The results must be completed within 30 days and will be filed and then updated every year.
3. A signed waiver from the parents that they object to physical examinations and medical treatments due to religious purposes. They will sign a statement assuring the center that the child is in good health and will assume responsibility if anything unforeseen occurs during the child's admission at the Center.

Sick Children

Every attempt is made to keep children at the center healthy and safe. We ask that parents strictly adhere to the policies about sick children, as this will help our efforts. Our staff is diligent in their efforts in cleanliness standards at mealtimes, bathroom, etc... In this way, we prevent the spread of illness, which is generally a concern in group childcare settings. It is the policy of the Center to exclude children from childcare who may be infectious or who exhibit physical symptoms that require continuous one-to-one care and to allow the child to recover.

Guideline for Excluding Sick Preschool Children:

1. Fever – any temperature over 102.8 degrees
2. 2 or more bouts of diarrhea or vomiting
3. Any unidentified rash (we will make observations)
4. Nose, eye discharge, excessive cough with fever, and behavior change

Guideline for Excluding Infants and Toddlers:

1. Fever-any temperature over 100.4 for children under 3 months/ 101 for 3-6 months/ 102.8 for 6 months-toddler
2. More than 2 bouts of Vomiting (not reflux)
3. Diarrhea that cannot be contained in a diaper or child exhibits dehydration

4. Eye discharge unless diagnosed as non-contagious
5. An unidentified rash. (we will make observations) (see #6)
6. Any of the preceding symptoms that accompany a fever of any grade and behavior change.

When a child may return to the Center:

Usually, a child can return to childcare under any of these circumstances:

1. The child's temperature has been below 100.4 (see above) degrees for 24 hours without Tylenol/Aspirin.
2. The child has been diagnosed as having a bacterial infection and has been on an antibiotic for 24 hours
3. It has been 24 hours since the last episode of vomiting or diarrhea
4. Eyes are no longer discharging or the condition has been treated with an antibiotic for 24 hours (infants and toddlers)
5. The rash has been sustained or the physician has determined that the rash is not contagious

A heads-up call, text, or e-mail will go out to advise the parent of a potential illness with a report of the temperature, symptoms, and temperament of the child. We will then make observations and report back to the parent if the child's symptoms worsen and if he/she should go home.

Occasionally a written note from the child's physician will be required by the Center for the child to be re-admitted.

Please call the Center and let us know if your child will not be in attendance on a scheduled day. If your child becomes ill while at the Center and must go home, we strongly advise you to have an alternative plan of action for childcare to cover these situations. **PLEASE MAKE ARRANGEMENTS SO THAT THE CHILD CAN BE PICKED UP IN A REASONABLE AMOUNT OF TIME.**

Sick Staff

The staff is very conscientious about "calling in sick" unnecessarily. It will be the policy of Packers' Pride for the staff and volunteers to adhere to the same guidelines as **Sick Children.**

Distinguishing the Common Cold from the Flu

Adapted from a posting by Robert W. Steele, MC
Parentsplace.com

As the flu season comes upon us and our children seem to have endless runny nose and cough illnesses, the question arises about whether they have the flu or not. Deciding this is a difficult thing to do even for pediatricians because the symptoms of the flu can be somewhat variable in children. There is a test that can be done, but it takes about a week (occasionally faster) to get the results which makes the utility of it minimal. Therefore, the diagnosis of the flu is generally made by assessing the signs and symptoms of your child, as well as knowing whether the flu virus has arrived in your town. The table below will help you assess the likelihood that your child's symptoms may be caused by the flu. By checking with the Centers for Disease Control and Prevention at www.cdc.gov/flu/weekly/usmap.htm or your state health department, you too can find out if the flu has officially hit your town.

As always, it is a good idea to keep in close contact with your healthcare provider if you feel your child has the flu, but hopefully, the following table can lend you some assistance for all your parent warriors battling this cold and flu season.

	The Common Cold	The Flu
Cause	Multiple viruses can do it	Influenza A or B virus
When	Any time of year	Late fall and winter
How Spread	Droplets from your nose and throat	Same
Incubation	Can be up to 2 weeks	Usually 2 days
Fever	Occasionally	Almost always
Chills	Rarely	Common
Muscle Aches	Occasionally	Common & Sometimes severe
Headaches	Occasionally	Common
Sore Throat	Mild and intermittent	Painful and more persistent
Cough	Common	Common
Diarrhea	Can be common	Uncommon
Vomiting	Can be common	Not usually
Pneumonia	Very uncommon	Can occur
Treatment	Over-the-counter medications	Amantadine or Rimantidine
Prevention	Careful hand washing	Flu vaccine/Hand washing

For More Information, talk to your health care provider or call your local county health department

Medication

In the event that a medication must be administered at the center:

All medication, including ointment, aspirin, dietary supplements, or individual special medical procedures, as well as, lotions and sunscreens, will be administered to the child only with prior written permission from the parent. All medication must be in the original container. All over-the-counter treatments, including but not limited to creams, lotions, pain relievers, and antihistamines, must be labeled with first and last names. Prescription medication must have the pharmacy label indicating the physician's name, instructions, and the name and strength of the medication. The medicine will be given in accordance with those instructions. A parent must give verbal instructions to the director and sign the permission form. Parents are responsible for providing liquid measuring syringes or

measuring spoons for administering medication. If using a syringe, please mark the appropriate amount. Please do not leave any medication in diaper bags, school bags, or lunch boxes in the hallway. Please give to your child's classroom teacher to store appropriately. Please take all medication home on a nightly basis.

Parents are responsible for informing the Center Director when medications should and should not be given by completely filling out the appropriate medical release form. The Center will maintain a written record for all the medications administered including the time and amount given, who administered the medication, and the child receiving it.

Controlling Head Lice

Packers' Pride Child Care Center will maintain a NO NIT policy concerning head lice outbreaks.

A NO NIT policy calls for:

the removal of all lice, eggs (NITS), and egg cases;

The exclusion of the child from school, camp, or childcare setting until such measures have been accomplished; Community education to ensure that all parents understand their responsibilities under the NO NIT policy.

Advantages of a NO NIT policy:

Encourages home screening. Eliminates diagnostic confusion between hair debris and actual nits. Helps prevent self-infestation and transmission. Reduces or eliminates the need for subsequent treatment.

Packers' Pride Childcare Center believes this is the best method of prevention due to the close contact of our young children. We take great measures to ensure the cleanliness of our rooms, along with regular head checks.

In the Event of a Serious Accident or Illness

The witnessing staff/volunteer member will assess the seriousness of the situation.

If the witnessing staff/volunteer member is trained in CPR or First Aid, she/he will call for assistance (via walkie-talkie/cell phone) to maintain the adult-child ratio, and then administer appropriate care. (Or have trained staff take over care).

The witnessing staff/volunteer member will direct another staff member to make appropriate calls:

1. The parents or emergency person
2. The ambulance if needed
3. The stand-by staff member to stay with the children

- A. Play, sing, read quietly with the children out of harm's way
- B. Remove the children from the accident/illness site
4. Take an emergency card for medical care authorization
5. Take child to E.R. or doctor

Emergency procedures will be discussed with families during enrollment. Instructions will be recorded for any child with special needs and stored with the emergency drill kit.

In the Event of an Active Fire

(A minimum of 6 drills will be practiced yearly)

The staff member who discovers the fire will sound the alarm (1 continuous Blast)

1. Call for assistance to maintain the correct adult-child ratio.
2. Then begin to contain and extinguish the fire with a portable extinguisher if safe to do so.
3. Each classroom teacher/aide begins evacuating the children

The classroom teacher will take emergency cards/kit, attendance record and tablet. The Director/Admin staff will turn off lights and shut windows before leaving the building; the director/ admin staff will check the bathrooms and other areas where children might be hidden from the classroom teachers' view.

The children will stay with designated classrooms until attendance is taken and "all clear" is sounded. If it becomes necessary to evacuate the property an alternative safe location will be determined as to the closest location to the children. They will walk (or use a stroller/wagon) with their classroom teacher to the specified site of safety. Parents will be informed of the evacuation and reunification by a door posting and from the Fremont Police Department through local media. Or a call or text from the teacher/director.

In the Event of a Tornado

(A minimum of 4 drills will be practiced yearly)

An announcement from the P.A. will be heard. (Usually sharp sounding squeals) and then a report of the emergency.

The classroom teacher will take the attendance record, emergency cards/kit, and tablet to the classroom safe area.

The teacher will direct the preschoolers to the designated area where she/he will assist them to a kneeling position and instruct them to cover their heads and then take the roll.

The infant and toddler assistants will carry the infants and toddlers to the designated area and cover their heads and bodies.

The children will remain until the “all clear” signal is sounded.

If it becomes necessary to relocate the children, the classroom teacher will lead them by foot, stroller, or wagon (infants) to the closest designated relocation site of the area they are in proximity to. Parents will be informed of evacuation and reunification from the Fremont Police Department through local media. Parents will be called or texted by the staff and the relocation site will be posted on the entryway doorway

In the Event of Natural or Man-made Disasters

Other natural or man-made disasters include, but are not limited to, power outages, gas leaks, water main breaks, floods, and winter storms.

Power outage

Immediately upon discovering a power outage, the Director or staff person in charge will make the determination as to why the power is out. (Checking the circuit breaker or a call to Consumers Power if necessary). The Center will close if it is unable to comply with the licensing rules such as running water, flushable toilets, temperature control, and visibility of the children, etc.

If the preceding cannot be maintained, the parents or emergency contact person will be called and expected to pick up their child within a reasonable drive time allotment or call the parents of the children scheduled to arrive to tell them not to drop their child off. An announcement will also appear on the local news stations, including the Fremont Public School and PP website. Finally, a notice will be posted on the entrance door informing the parents of the Center closure. Other staff/teachers may need to assist with calling parents.

The staff will ensure the children’s safety by remaining calm and engaging them in activities.

If at any time the Center building becomes unsafe, the fire evacuation procedure will be followed.

Gas Leak

If a gas leak is detected in or near the building, evacuation will occur immediately following the fire emergency or relocation procedure.

Once evacuated, the Center director or staff person in charge will contact the gas company to determine if the staff and children need to go to the relocation site. (See relocation procedure).

Water Main Break or Water Outage

If there is a water main break in or near the Center building or a total loss of water, the Center must close. The Program Director or staff in charge will contact parents or guardians to pick up their children (see power outage) If it is determined to be unsafe to remain in the building, PP will follow the fire emergency drill or relocate procedure. If the building is deemed unsafe, we will engage the children in activities until the parents arrive to take them home.

Winter Storm

If it is determined that the Center must close before or during PP hours due to unsafe conditions or insufficient staffing, The Center Director or staff in charge will place a closure announcement on the local television station, the FPS, and PP Facebook and call each scheduled family.

Please know that it is our responsibility to do everything within our power to ensure all of the children's safety and to reassure and comfort distressed children. If an unforeseen disaster should occur, we will handle it professionally and keep the families updated.

In the Event of an Intruder

**(Lockdown/shelter-in-place)
(A minimum of 3 drills will be practiced yearly)**

In the event that a lockdown of the Center is necessary due to an intruder or dangerous situation near the Center, an announcement will be made to warn the staff of impending danger. At this time 911 will be called and a report made. The children and staff will proceed using the practiced intruder drill.

Packers' Pride staff, FPS administrative staff, and the Fremont Police Department have implemented a safe procedure to guard the children to the best of our ability in the case of an intruder or emergency evacuation. The Center will practice this drill as part of our safety requirements. To assist in preventing such a disaster, all classroom doors will remain locked throughout the day. The main entrance is locked and requires parents and visitors to the building to be "rung in." The East and West outer doors will be locked with no re-entering without a staff member.

If evacuation is necessary, a complete and continually updated list of children's names, addresses, allergies, and 3 release persons' phone numbers (I.C.E. cards) will be kept at

the safe zone, as well as at the Fremont Police Department for the purpose of family reunification.

Relocation Plan

Should relocation become imminent, The Packers' Pride staff will evacuate the children via foot to one of two designated safe zones. Infants and toddlers too small to walk will travel in an evacuation crib or stroller/wagon.

In the event that any of the above disasters/situations warrant relocation by bus, a licensed bus driver from Fremont Public School will drive the children and staff to a location away from danger. The Fremont Police Department will assist in the relocation and inform families of the relocation site for reunification via local radio/television. Packers' Pride staff will also contact parents through streamed personal devices and phone calls/texts. Depending on the circumstance of relocation, the exact safe zone will be posted on the Center entryway door.

Prior to admission, the Director will discuss emergency drills with all parents and complete an inventory of how to best provide care and safety for a child with special abilities, including any necessary supplies (noise-canceling headphones, a weighted blanket, etc.) in the individual classroom emergency plan.

Missing Child

In the unlikely event that a child is discovered to be missing, the director or staff in charge will be notified immediately. The director will assist the administrative staff in searching inside and outside of the building in all areas a child may hide (bathrooms, closets, play areas with obstructed views). The director will back the surveillance camera to the estimated time the child became missing to determine a location point of reference and then begin searching as well. The classroom teachers will search in their classroom (the children may help in looking) in order to maintain a proper adult/child ratio. If the child cannot be located, the director will contact the Fremont Police Department and the parent.

Surveillance Cameras

Surveillance cameras have been installed inside and out at Packers' Price Child Care. We continually strive to keep your child/ren safe. I believe that seeing and hearing all the children at any moment is important to ensuring their safety.

The cameras scan both wings of this building, the entry/exit ways, the gym, and the outer perimeter of the building. These cameras also record 24 hours per day when motion is detected.

I have received a copy of Packers' Pride Child Care Center's Parent's Handbook and Contract. I have read and understand the following State required policies:

- Discipline
- Admission and Withdrawal
- Schedule of Operation
- Fees
- Daily Routine
- Food Service/Nutrition
- Peanut/Nut Free Environment
- Sick children/staff (including when a child/staff must be excluded)
- Parent Notification/ Reunification
- Staff Screening
- Notice of the Availability of the Centers Licensing Notebook
- Field Trips
- Along with the policies of the child care.

Signed:

Date: