

Little Leaders

Genesee Christian School

Daycare - Preschool - Latchkey Parent Handbook



TABLE OF CONTENTS

General Information and Hours of Operation	3
Latchkey Information	4
Daycare Rates	5
Registration	6
Health Appraisal and Immunization	7
When Should A Child Stay Home from School	7
Medication	8
Maintaining A Healthy Environment	9
Personal Hygiene	9
Attendance Policy	10
Arrival and Dismissal	10
Late Pick-Up	10
Sample Schedules	11
Parent Involvement	12
Payments and Billing	12
Communication	13
Emergency Procedures	13
Building Closures	14
Licensing Information	14
Child Abuse or Neglect Reporting	14
Public Sex Offender Registry (PSOR)	15
Release of Child In The Event Of A Custody Case	15
Student Behavior	15
Program Withdrawal	16

Mission Statement

Little Leaders, a ministry of Genesee Christian School, strives to develop spiritual, academic and extracurricular excellence, supporting families and local churches by training students in a biblical, Christ-centered environment.

General Information and Hours of Operation

The Little Leaders program supports all students and their interests in physical, emotional, spiritual, and cognitive development. In addition, our staff provides students with opportunities to play independently and cooperatively as well as participate in structured activities during preschool, daycare, and latchkey hours. Please review the important programs and their information below:

Preschool

Our preschool program begins the first Tuesday after Labor Day and goes through the Friday before Memorial Day weekend. It is Mondays through Fridays from 8:30 am to 11:30 am. You may attend anywhere from two to five days a week. Our age range is from 2 $\frac{1}{2}$ years old to 6 years old.*

We also offer a preschool plus program which goes from 8:00 am to 1:00 pm. This program adds lunchtime for the student, in addition to the preschool program.

Daycare

Our daycare program is year-round and begins from 6:30 am to 5:30 pm, Mondays through Fridays. Our age range is from 2 $\frac{1}{2}$ to 12 years old.*

Latchkey

Our latchkey program begins from 6:30 am to 7:45 am and from 3:15 pm to 5:30 pm, Mondays through Fridays during the school year. Our age range is from 2 $\frac{1}{2}$ to 12 years old.*

Afternoon Latchkey

Our afternoon latchkey program is from 12 pm to 3 pm, Mondays through Fridays during the school year. Our age range is from 2 $\frac{1}{2}$ to 12 years old.*

*Children ages 30 to 33 months will need a written agreement form to attend.



Latchkey Information

Requirements

All Genesee Christian students from grades K4 through 6th grade (up to age 12) are eligible to take part in the Little Leaders Latchkey Program. The following however, must be completed in order to attend the latchkey program:

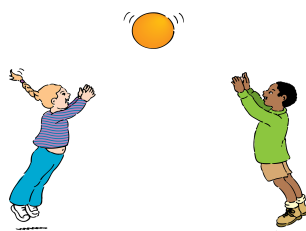
- Current copy of Health Appraisal and Immunization records (or waiver) on file at Genesee Christian School
- Child-In-Care Receipt Form
- A daycare Medication Form if any medication is to be administered to a child during latchkey hours.

Policies

Students arriving to latchkey may bring food or snacks to eat. They may also purchase snack/breakfast items from the daycare. Children will be able to play in the gym, go outside, watch a movie, and/or work at stations. Latchkey may also do craft projects that your child can take home. They may also bring homework to work on. Please do not have your child bring toys or electronics from home.

Additional Information

For information regarding payment and billing, late pick-ups, emergency procedures, building closures, and licensing information, please refer to those sections in this handbook.



Daycare Rates

Preschool: \$75 Registration Fee (\$50 Books + \$25 Snacks)

8:30 am - 11:30 am \$25.00 per day

8:00 am - 1:00 pm \$30.00 per day

Daycare: \$75 Registration Fee (\$50 Books + \$25 Snacks)

4 $\frac{1}{2}$ + hours \$38.00 per day

Afternoon (Noon to 3 pm) \$20.00 per day

Hourly \$ 9.00 per hour

Summer Daycare: \$50 Registration Fee (Snacks Included)

Full days \$35.00 per day

Half days \$22.00 per day

Latchkey:

Daily rate per child..... \$ 2.50 per half hour

Each additional child \$ 2.00 per half hour

Late Fees: After 5:30 pm

First 10 minutes \$ 8.00

Each additional minute \$ 1.00

Registration

Preschool and Daycare

Step 1: Complete Registration Forms

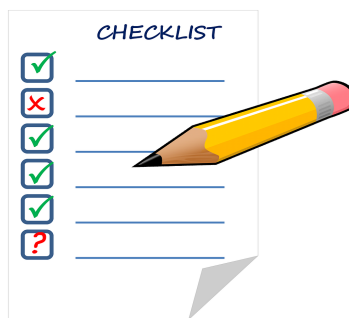
Complete all paperwork in the registration folder and submit with the folder. Once the forms are completed and the registration fee is received, your child will be placed on our list and be a part of our preschool/daycare program. **A \$5 fee will be added for all folders not returned to the daycare.**

Completion of the registration includes the required information below:

- Information Card
- Daycare Contract
- Policy and Procedures Form
- Health Appraisal
- Immunization Form
- Child-In-Care Receipt Form
- Handbook Compliance Form

Step 2 : Bring Supplies

Bring all necessary supplies from the Supply List, on the first day of school. Please be sure to have your child's name labeled on everything!



Health Appraisal And Immunizations

Maintaining a healthy environment is important in a school setting. When children are brought into group settings, there is a chance for diseases to spread. The best way to protect students from contracting serious diseases is to have students vaccinated according to the recommended vaccination schedule found at www.Michigan.gov/Immunize. This being said, we at Little Leaders recognize a parent's right to choose to waive vaccinations and to do what is best for their child. If you choose to waive any or all immunizations, you must visit a county health department in Michigan and obtain a waiver from the state.

Health Appraisals and Immunization Forms are to be completed by your child's physician. These forms may be faxed to the daycare at: (810) 743-3177. If your child is scheduled for a health appraisal after they begin daycare, you must contact the daycare office with the scheduled appointment date.

When Should A Child Stay Home From School

In order to prevent the spread of communicable disease before returning to school:

- Students should be fever-free for 24 hours without the use of fever-reducing medications.
- Students should be free of continuous coughing.
- Students should remain at home 24 hours after the last episode of vomiting or diarrhea.
- Students should remain at home 24 hours after taking the first dose of an antibiotic for an infection.
- Additional COVID requirements for school participation may be in effect. Please pay attention to all school notes, phone calls and texts on this matter.

Medication

Students requiring the continuous availability of emergency medications must submit a completed Medication Form signed by the parent or guardian. Daycare staff will dispense medication to a child as needed when the following conditions exists:

- Policy guidelines for all special health/medical needs will be followed.
- A current Medication Form is filled out and signed by a parent or guardian and is on file with the school.
- Prescription medication is left on site in the original container and packaging. The label consists of the following information: child's first name and last name, physician's name, instructions for administration, name and strength of medication, and expiration date.
- There is another adult to witness the dispensing of the medication.

Any medication that has been dispensed will be listed on the Medication Form which contains the following information: child's name, date, time, dosage amount, staff and witness signature.



Maintaining A Healthy Environment

Staff members are aware and have received training regarding the Health Policies of the State of Michigan Rules for Child Care Licensing. All staff members are certified in CPR and First Aid. In addition, licensing rules require knowledge of and compliance with the following procedures:

- ❖ Hand Washing - the following procedures will be used:
 - Moisten hands with water and apply soap.
 - Rub hands vigorously until a soapy lather appears, continuing for 10 seconds.
 - Rub areas between fingers, around nail beds, under fingernails and back of hands.
 - Rinse hands under running water until free of soap and dirt.
 - Dry hands with a clean, disposable paper towel.
 - Dispose of paper towel in trash container.
- ❖ Handling Children's Bodily Fluids - brief overview:
 - Use of disposable gloves.
 - Placing soiled objects in biohazard bags.
 - Cleaning and sanitizing areas and articles.
 - Daycare will use precautions when handling potential exposure to blood, including blood-containing body fluids and tissue discharges, and when handling other potentially infectious fluids.
- ❖ Cleaning and Sanitizing - the following procedures will be used:
 - The article surface will be washed vigorously with warm water and soap.
 - Article will be rinsed with clean water.
 - The article surface will be submerged in, wiped or sprayed with a sanitizing solution.
 - Article will be air-dried.
- ❖ Controlling Infection - the following procedures will be used:
 - Parents are notified when changes in the child's health are observed, if an accident or injury occurs, or if the child is too ill to remain at school.
 - Child is placed in a separate location under staff care until the parent arrives.
 - Items exposed to risk are thoroughly cleaned and sanitized.

Personal Hygiene

Your child will need to be independent in taking care of bathroom needs. We understand that children of this age may have accidents; in the event your child has a bathroom accident, we will assist your child with changing to dry clothes. Additional clothes and Pull-Ups (when needed) must be provided by the parent.

Attendance Policy

Little Leaders Daycare believes that children benefit from a preschool program if they participate in classroom activities on a regular basis. Children are expected to attend the program daily unless they are ill or on vacation. In the event of an illness, you will need to contact the school each day the child is absent. In the event of a vacation, you will need to notify the school two weeks in advance.

If your child is not in school for reasons other than illness/vacation for more than a two week period of time, it will be necessary to review the child's enrollment status.

Arrival And Dismissal

Parent(s)/guardian(s) are required to walk with the child to the designated drop off/pick up location. At dismissal, students will be released to the parent/guardian only, unless otherwise indicated. When picking up a child, picture identification will be required from anyone with whom the staff is unfamiliar.

Below are the procedures for arrivals and pick-ups. Please adhere to the following procedures to ensure your child's continued enrollment in his/her class and minimize disruptions to the classroom.

- All parent(s)/guardian(s) must enter through the main entrance.
- Upon entering the classroom, your child will be given a temperature check.
- Please sign in and out on your child sign-in sheet with date, time, and initials.

Late Pick-Up

- Please call the daycare office to notify staff that you will be late picking up your child. **Failure to do so will result in a \$5.00 no call charge, in addition to all late fee charges.**
- After 30 minutes, staff will begin calling the next person on your emergency list to pick up your child.
- Numerous late pick-ups may jeopardize your child's enrollment with the daycare.

Sample Schedules

Below is a sample of the daycare/preschool schedule:

6:30 - 8:45	Active Play
8:45 - 9:00	Room Clean Up
9:00 - 9:15	Circle Time
9:15 - 9:20	Bathroom Break
9:20 - 9:30	Snack Time
9:30 - 10:40	Activities
10:40 - 10:45	Bathroom Break
10:45 - 11:25	Recess
11:25 - 11:45	Story Time/Preschool Student Departure
11:45 - 11:50	Bathroom Break
11:50 - 12:55	Lunch/Recess/Story Time
12:55 - 1:00	Bathroom Break
1:00 - 2:30	Nap Time
2:30 - 2:35	Bathroom Break
2:35 - 3:00	Snack Time
3:00 - 5:30	Active Play

Parent Involvement

Parent involvement is a critical component in fostering a child's educational success. Research indicates that when parents are engaged in their child's education, their children are likely to achieve high levels of academic success. Little Leaders staff are committed to partnering with parents to promote the success of all children.

There are many ways to be involved in your child's preschool experience. Listed below are a few ways that can help you let your child know that you believe school is important.

- Read all school notes and newsletters.
- Read to your child each day.
- Ask open-ended questions that allow your child to tell you in their own words, not just answer yes or no.
- Listen to your child's stories about school and their new friends.
- Sign up to help in the classroom during scheduled class parties.
- Let your child see you being supportive to the teachers and school.
- Keep the lines of communication open (phone, text, email, etc.).
- Attend school functions when possible.
- Explore additional resources through books, magazine articles, websites, etc..

Payment And Billing

Statements

Statements are issued on a weekly basis and are attached to the child's sign-in sheet. Statements may also be viewed online through the FACT SIS program. This program is offered to all Genesee Christian School families free of charge.

Payments

Payments need to be made within a week of the statement. If a parent is interested in paying monthly, prior approval is required to avoid late fees. Payments may be made with cash, check, or credit card. Online payments may be made through the FACTS SIS Program. A three percent bank charge will apply to all credit card payments, whether in person or online.

Communication

Communication between home and school is extremely important to ensure the success of your child. Our staff is committed to providing a safe and educational environment for your child.

As a friendly reminder, your child's teacher may not be able to freely speak with you about concerns during pick-up or drop-off times. The following list helps provide the best ways to keep communication strong between parents and the school:

- Read all notes and newsletters - This will help inform you of what your child is learning and doing in the classroom.
- Emails or phone calls - Send emails or phone the school with information, questions, or concerns regarding your child.
- Notify the school regarding changes to your child's information - If you have any contract or card information changes, please contact teachers or staff immediately with these changes.
- Set up a teacher's conference - This will help with any detailed issues or questions you may have regarding your child.

Emergency Procedures

To ensure the safety of all students, emergency procedures will be followed as identified below:

- Fire - staff will lead students to the designated safe zone away from the school; emergency procedures will be followed.
- Severe Weather - staff will lead students to designated safe locations in the school; emergency procedures will be followed.
- Lock-Down - staff will follow all safety procedures required by the State of Michigan to ensure the safety of all students and staff.
- Serious Accidents, Illness, or Injury - staff will follow emergency procedures.

State required drills are performed regularly on the above events to help staff and children with the practice of these procedures.

Building Closures

In the event that Little Leaders Daycare is closed due to weather conditions or building problems, parents may be notified through email or phone calls, in addition to information broadcasts by local television or radio stations.

Licensing Information

Little Leaders Daycare complies with all State of Michigan Licensing Child Care Center requirements. These rules are available at: www.michigan.gov/michildcare.

A licensing notebook is available to parents at the school. The notebook contains the following documents for the previous 5 years; license inspection reports, special investigation reports, and corrective action plans.

Child Abuse Or Neglect Reporting

Staff is required by law to report all suspected cases of child abuse and/or neglect to the appropriate authorities. (Act No. 238, Public Act of 1975, as amended Sections 722.621-722.636, Michigan Compiled Laws).

Public Sex Offender Registry (PSOR)

All staff are screened to ensure that they are not registered on the Public Sex Offender Registry. Individuals registered with the Public Sex Offender Registry are prohibited from coming in contact with any child in care.

Release Of Child In The Event Of A Custody Case

For child custody cases, a court order designating a parent or guardian full custody must be on file with the school. Unless court action has established custody, one parent may not limit the other from picking up the child.

According to the State of Michigan Licensing Rules of Child Care Centers, ***"Until custody has been established by a court action, one parent may not limit the other from picking the child up from your (daycare) care. It is not within your (daycare) legal right to withhold a child from a parent unless there has been court action which limits one parent's right to the child."*** Little Leaders Daycare requires a copy of the Judge's order establishing custody be on file with the teacher in order for a child to be withheld from his/her parent.

Student Behavior

Our caring and concerned staff promotes positive behavior for all students by planning appropriate activities and by enabling students to become increasingly responsible for their behavior. Staff will use positive, developmentally-appropriate guidance to encourage students to learn self-control, self-direction, self-esteem, and cooperation as well as enable students to become increasingly responsible for themselves.

Positive guidance is the process of setting limits and helping children learn appropriate behavior. Staff may also discuss feelings with the child related to the specific program that occurred. Verbal warnings and redirection may be used when necessary. In the event that additional parent support is needed, the information will be brought to the attention of the parent.



Program Withdrawal

The following circumstances may result in your child being dismissed from the Little Leaders program:

- Failure to pay for services by the due date.
- Excessive late pick-up of your child.
- Failure to maintain current contact information.
- Failure to sign in or out of your child.
- Failure to follow all policy and procedures.
- A child who verbally or physically harms another student or staff member.
- A child who does not adjust to behavioral expectations.

