

Little Followers Daycare

Genesee Christian School

Parent Handbook



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Mission Statement

Little Followers, 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 Followers program supports all children and their interests in physical, emotional, spiritual, and cognitive development. In addition, our staff provides a safe and fun environment for children to excel.

Our program is year-round and begins at 6:30 am to 5:30 pm, Mondays through Fridays. Our age range is from 18 months to 2 ½ years old. We will be closed during certain holidays and weather related events. Please refer to *Building Closures* for further information.

Daycare Rates

Registration Fee:	\$25 yearly Fee
Each Sibling	\$10 yearly Fee
Full Day (4.5+ hours)	\$50 per day
Each Sibling	\$30 per day
Half Day (4 hours or less)	\$25 per day
Each Sibling	\$20 per day
Hourly Rate	\$15 per hour
Each Sibling	\$10 per hour



Registration

Step 1: Complete Registration Forms

Complete all paperwork in the registration folder and submit everything, with the folder, to the daycare office. 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 program. A \$5 fee may be added for all folders not returned to the daycare.

Completion of the registration includes the required information below:

- Information Card
- Daycare Contract
- Policies 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 your child's first day. **Please be sure to have your child's name on everything!**



Health Appraisal And Immunizations

Maintaining a healthy environment is important in a daycare setting. The best way to protect children from contracting serious diseases is to follow the recommended vaccination schedule found at www.Michigan.gov/Immunize. This being said, we at Little Followers recognize parents' rights to choose to waive vaccinations and to do what is best for their child. If you choose to waive any or all immunizations, you will need to visit any 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 wellness checkup after they begin daycare, please contact the daycare office with the scheduled appointment date.

When Should My Child Stay Home

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

- Children should be fever-free for 24 hours without the use of fever-reducing medications.
- Children should be free of continuous coughing.
- Children should remain at home 24 hours after the last episode of vomiting and/or diarrhea.
- Children should remain at home 24 hours after taking the first dose of an antibiotic or an infection.
- Please pay attention to daycare notes, phone calls, and text messages regarding daycare closings due to illnesses.

Medication

Children that require medication while attending Little Followers, will need to have a Medication Form filled out by a parent or guardian. Staff members will dispense medication to a child as needed when the following conditions exist:

- 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 Little Followers.
- Prescription medication is available on site in the original container and packaging. The label consists of the following information: child's first and last name, physician's name, instructions for administration, name and strength of medication, and expiration date.
- Non-prescription medication is available on site with a label consisting of the following information: Child's first and last name.
- 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 from the State of Michigan Rules for Child Care Licensing. All staff members are certified in CPR , Shaken Baby Syndrome, 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:*

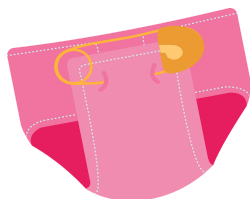
- The article surface will be washed vigorously with warm water and soap.*
- Article will be rinsed with clean water.*
- The article surface will be submerged in, wiped or sprayed with a sanitizing solution.*
- Article will be air-dried.*

★ *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 in 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 Supplies

We understand that most children at this age will not be potty trained. Our job is to keep your child dry and comfortable at all times. Parents will need to supply diapers, wipes, and changes of clothes for each child enrolled in our program. Additional diapers and wipes will be available at parents' costs. Additional clothes will be available, if needed. Parents will need to launder and return any clothing items borrowed from Little Followers.



Food And Snack Policies

Parents will need to supply all formula, food items, snacks, bottles, and sippy cups for their child. Additional formula and food items are available at parents' costs. Little Followers provides refrigeration, bottle warmers, and a microwave for food prep. A bin will be provided for each child to store all their food items. Staff will inform parents when food and supplies need to be refilled. **Please be sure your child's name is on everything!**



Attendance Policy

Little Followers Daycare is in compliance with the state ratio guidelines for the number of children per staff member. Due to these guidelines, it is important that families follow the schedule they sign in their contract. In the event of an illness, parents will need to contact the daycare each day the child is absent. In the event of a vacation, parents will need to notify the daycare two weeks in advance. A fee may be added when a child is absent without explanation.

If a 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

Parents and/or guardians are required to bring their child to the Little Followers room each time their child is dropped off. During pick up times, parents and/or guardians may be required to show picture identification. This policy is for anyone with whom staff members are unfamiliar. Children will ONLY be released to parents and/or guardians that are on the information cards—NO EXCEPTIONS!

Upon entering the daycare room, please follow the below procedures:

- Parents/guardians will need to sign in and out at the front desk.
- All items for the child will be given to a staff member, and instructions will be recorded.
- Parents/guardians will not be allowed to enter into the classroom beyond the front desk without prior authorization.

Late Pick-Up

- Please call the daycare office to notify staff if you will be late picking up your child. Failure to do so will result in a \$5 no-call charge, in addition to all late fee charges.
- Staff members will begin calling the next person on the child's emergency list if there is no response from a parent/guardian.
- Numerous late pick-ups may jeopardize your child's enrollment with our program.

Communication And Parent Involvement

Communication between parents and staff is extremely important! We at Little Followers are committed to providing a safe and comfortable environment for your child. The following list helps provide the best ways to keep communication strong between parents and staff:

- **Read all notes and newsletters** - this will help inform you of what your child is learning and doing in the daycare.
- **Emails and phone calls** - Little Followers encourages parents to communicate by email and/or phone calls regarding questions or concerns with your child.
- **Notify the daycare office immediately with changes to you and/or your child's information** - the Contract or Information Card will need to be updated whenever there are changes.
- **Check Social Media** - the director will post on Facebook and Instagram, any upcoming events or program information.

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 daycare 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 FACT SIS program. Bank charges will apply to all check and credit card payments made online. Please see the daycare office for questions.

Emergency Procedures

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

- Fire - staff will lead children to the designated safe zone away from the building; emergency procedures will be followed.
- Severe Weather - staff will lead children to designated safe locations in the building; 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 children and staff.
- Serious Accidents, Illness, and/or Injury - staff will follow emergency procedures.

The State of Michigan requires regularly performed drills on the above events to help staff and children with the practice of these procedures.

Building Closures

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

Licensing Information

Little Followers 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 daycare. The notebook contains the following documents for the previous five 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.)*

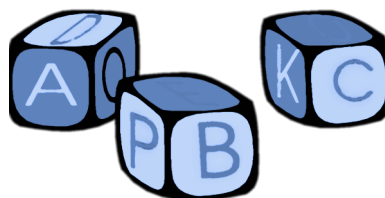
Public Sex Offender Registry (PSOR)

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 daycare**. Unless court action has established custody, one parent may not limit the other parent from picking up their 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 rights to the child."*



Child Behavior/Biting Issues

Our caring and concerned staff promotes good behavior for all children. Positive guidance is the process of setting limits and helping children learn. In the event that parent support is needed, the director and/or staff members will meet with parents to discuss a plan of action.

Biting can happen with any child! Our director and staff will address this issue as follows:

- 1st time offense - Behavioral report sent to all parties involved.
- 2nd time offense - Email and behavioral report sent to all parties involved.
- 3rd time offense - Phone call to all parties involved and the following behavioral plan will be followed:
 1. Staff members will shadow the child for two weeks.
 2. Parents will need to supply a chew necklace, or similar item for the child to wear.
 3. Continued biting after two weeks will result in the child playing separately from the rest of the children until the biting issue is resolved.

Any child that breaks skin due to biting another child will be sent home for the remainder of the day.



Program Withdrawal

The following circumstances may result in your child being dismissed from the Little Followers 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 your child in or out in the attendance book.
- Failure to follow all policies and procedures in our program.
- A child who verbally or physically harms another child or staff member.
- A child who does not adjust to behavioral expectations.

