

# *Great Lakes Child Development Center*

4195 13 Mile Road  
Warren, MI 48092

(586) 268-8500

[www.greatlakescdc.com](http://www.greatlakescdc.com)



## *Parent Handbook*

**Policies and Procedures**

## **Admission and Withdrawal**

There is a one-time non-refundable fee of \$25 per child to be paid upon enrollment.

Each child shall have a white Child Information Card and a copy of current immunizations on that child's first day of attendance. Within 30 days, each child must have a green Health Appraisal Form, filled out and signed by the parent as well as a licensed physician.

A two-week notice is needed when withdrawing your child from the Center. This enables us to adjust staff accordingly.

The Center reserves the right of withdrawing any child after enrolling if he/she seems unable to participate positively in group experiences.

## **Attendance/Vacation**

Regular attendance is encouraged. If your child is going to be absent, please notify us as soon as possible.

We *do* charge for sick days and absences.

### **ABSENCES**

***Due to illness:*** When your child is too ill to come to GLCDC for the day, you must contact us before 9 a.m. in order to give us time to adjust staff accordingly. Please notify us of the nature of the illness and the anticipated length of time your child will be absent. Your child cannot return to GLCDC until his or her body temperature has been less than 100 degrees for a 24-hour period.

***Due to vacation:*** GLCDC's fiscal year runs from September through August. Because GLCDC is holding a spot for your child, we must charge for vacations. Any time a child is absent for a full week, half-tuition must be paid to hold a spot for your child.

***You are allowed two (2) weeks of vacation days at no charge after six months.*** Your two weeks of non-chargeable vacation days depend on how many days a week your child attends the Center. If your child attends the Center:

5 days a week	you receive 10 vacation days
4 days a week	you receive 8 vacation days
3 days a week	you receive 6 vacation days
2 days a week	you receive 4 vacation days
1 day per week	you receive 2 vacation days

A minimum of one (1) week's notice is needed before taking a vacation. This enables us to fill that space and make staff adjustments. We have a "Vacation Day Sign-Up" book in the office.

Please remember that non-chargeable vacations are limited to two (2) weeks per year. Example, if your child attends 2 days a week for six months, you would have a total of 4 non-chargeable vacation days.

## **Business Hours**

The Center is open five (5) days a week, Monday- Friday, 7 a.m. to 6 p.m. We are closed on the following holidays:

**Christmas Eve Day through New Year's Day**

**Good Friday**

**Memorial Day**

**Independence Day (July 4)**

**Labor Day**

**Thanksgiving Day and the  
Friday after Thanksgiving**

- There is *no charge* for these holidays.

A sign-up sheet will be posted prior to holidays to see how many families will need our services the day before or after a holiday

- **Great Lakes Child Development Center does not follow local school districts when determining closing due to weather. We do NOT close for extreme cold temperatures. Please check the local news stations and our website at [www.greatlakescdc.com](http://www.greatlakescdc.com) for up-to-date closures due to weather.**

## **Late Fee**

GLCDC charges a late fee of \$1 per minute for each child picked up after the Center closes at 6 p.m. Our staff does not get paid after 6 p.m. It is your responsibility to pay the teacher this fee at the time you pick up your child(ren).

## **Fees and Tuition**

All tuition must be paid on Mondays (or the first day of the week your child attends). There are no exceptions. If payment is not made, a notice will be given and **a late payment fee of \$10 will be applied to your account.**

If the account has gone unpaid for one week, **your child will be withdrawn** from the Center. Weekly tuition must be paid whether or not the child attends the Center.

Prearranged vacations and serious illness where your child is absent for more than a week are the only exceptions to this rule.

**Checks are to be made payable to Great Lakes Child Development or GLCDC.  
Great Lakes Child Development Center accepts cash, check or money order,  
Visa, MasterCard and Discover.**

## **Changes in Fee Schedule**

It is your responsibility to let center management know when your child reaches a milestone that would result in a price reduction. For example, when your child turns 3 years old and again when he or she is potty-trained.

It is **not** the responsibility of GLCDC to keep track of when reductions in the fee schedule are due. Parents **must** inform center management when these changes occur; only then will you receive a reduction in your tuition.

## **NSF Charge**

There will be a \$30 charge to your account for checks returned to the Center for non-sufficient funds. After two returned checks within a one-year period, we will only accept cash or money orders.

## **HEALTH INFORMATION**

### **HEALTH APPRAISAL & IMMUNIZATION STATUS:**

The Michigan Department of Health establishes the requirements for immunizations children need to attend any child development centers in Michigan. The Health Department does routine checks to make sure all centers are in compliance with the law. **If your child has not met the minimum requirements for immunizations, he/she will be excluded from the program until the requirements are met.**

At the time of your child's first attendance, you must provide the following documents to be kept on file at GLCDC:

- **A completed and signed Child Information/Emergency Card which includes written permission to seek emergency care for your child, and a list of all individuals to whom GLCDC may release your child**
- **Health Appraisal Form, completed by your child's physician**
- **Nutrition Policy, completed and signed**
- **Certificate of Immunization**

Your child's Certificate of Immunization must show a minimum of at least one dose of each immunizing agent specified by the Health Department. This certificate will be kept on file at GLCDC. If a child has been in attendance for four months, an updated certificate showing the completion of all additional immunization requirements, as specified by the Health Department, will be on file at GLCDC unless there is a signed statement by a licensed physician or his/her designee stating immunizations are in progress.

Within 30 days of initial attendance, one of the following documents will be provided to GLCDC and kept on file here at GLCDC (documents provided under this rule will be updated, as needed, but not less than once per year):

- Parents/guardians of children from birth through 2 ½ years will provide a document signed by a licensed physician or his/her designee that a physical evaluation has been made **within the preceding 3 months** and updated every year. Activity restrictions will be noted.
- Parents/guardians of children age 2 ½ years to school age (5 years +) will provide a document signed by a licensed physician or his/her designee that a physical evaluation has been made **within the preceding 12 months** and updated every year. Activity restrictions will be noted.

## **MEDICATION**

The Michigan Department of Health governs child development centers with certain policies regarding the administration of medication to children. We adhere to these policies, by law, for the protection and safety of your child.

- If your child needs to take medication while at the Center, you must fill out a Medication Permission release form. This form is available in the Center office. The medication must be in its original container with prescription medication marked with the pharmacy label. The label must include the date prescribed, child's name, physician's name, the name of medication and instructions for usage/dosage clearly labeled, expiration date, and a telephone number for the prescribing physician. Also, please advise us of any side effects which may occur with this medication.
- "Over the counter" medications will be administered to your child **ONLY** if you sign a **Medication Permission** release form. This includes all dietary supplements, ointments, teething gels, powders, creams, etc.
- All medications will be given by the child's primary caregiver, assistant caregiver, the Center Director or Center Owner/Operator **ONLY**.
- If your child is taking a new medication, we ask that you administer the medication to your child at least 24 hours prior to attending GLCDC in order to provide ample time for you to observe your child's reaction to the medication.

## **COMMUNICABLE DISEASES**

There is a chance your child may be in contact with communicable diseases since your child will be in contact with many different children throughout the day. The list of possible diseases could include: Chicken Pox, Encephalitis, Hepatitis, Impetigo, Influenza, Lice, Measles, Meningitis, Mononucleosis, Mumps, Pink Eye, Ringworm, Rubella, Scabies, Scarlet Fever, Strep Throat, Whooping Cough, or others. If your child is ill with any contagious disease, please call as **AS SOON AS POSSIBLE**. A signed physician's note will be required stating your child is no longer contagious before he/she can return to GLCDC.

## **ALLERGIES**

You are responsible to note any allergies your child may have, in writing, on the emergency card and enrollment forms. This includes allergies to medications, foods, and/or environment. The staff is better able to determine the difference between a sick child and one suffering from allergies if properly informed of the child's health status.

## **ILLNESS POLICY/HEALTH SURVEILLANCE MEASURES**

We ask that children who are ill or have been exposed to any contagious disease be kept home until the illness has passed. Please remember a sick child will recover more quickly at home and will gain little benefit from being at the Center. We need each parent and/or guardian's help in protecting the other children from contagious diseases.

- If a child becomes ill while at the Center (temperature over 99.9 degrees F, is vomiting or has reoccurring diarrhea), that child will be isolated from the group and the parent/guardian will be notified. An unhealthy child is not comfortable in an active environment. The caregiver will contact a parent/guardian when these measures are necessary and we will expect a one-hour pick-up from the time of notification.
- The caregiver will place a child, who is too ill to remain in the group, in a separate area where he/she may be comfortably cared for and supervised until taken home or suitably cared for elsewhere. Items, including cots, bedding, utensils and toys used by the ill child will be removed from the room. Toilets and lavatories used by the ill child will not be used by any other person until those facilities have been thoroughly cleaned.
- GLCDC is responsible for reporting to the parent/guardian any observed changes in a child's health or any accidents your child may have been involved in. We will observe and make you aware of any unusual signs in your child's behavior or any of the following symptoms: pale or flushed skin color; unusual number of bowel movements; headaches; stomachaches; ear aches; rashes; hives; bumps; running nose; elevated temperature; wheezing; coughs; vomiting; gagging; lack of energy during play or any sign of distress (such as excessive crying). Not all cases will lead to dismissal for the day, but will be monitored and recorded for future reference.
- A child will remain home until he/she is free of a temperature for at least a 24-hour period.

## **HEALTH CARE PLAN**

### **HAND WASHING**

The following procedures will be used by staff for hand washing:

- Have a single service towel available
- Turn on water to a comfortable temperature between 60-120 degrees
- Moisten hands with water and apply soap
- Rub hands together vigorously until a soapy lather appears and continue for at least 10 seconds
- Rub areas between fingers, around nail beds, under fingernails and jewelry, and back of hands
- Rinse under running water until free of soap and dirt; leave water running while drying hands
- Dry hands with a clean, disposable paper towel or single-use cloth; use drying towel to turn off tap

The following are not approved substitutes for soap and running water:

- Hand sanitizers
- Water basins
- Pre-moistened cleansing wipes

### **HANDLING BODILY FLUIDS**

The staff will use precautions when handling bodily fluids as instructed in the blood-borne pathogen training. Steps used will include:

- Staff will put on gloves
- Clean bodily fluid during diaper change or other occasion when bodily fluid is present
- Wash diapering or other surface with soap and water, rinse, and sanitize
- Wash hands of child
- Take off gloves and wash hands

### **CLEANING AND SANITIZING**

The following steps are to be used for cleaning and sanitizing:

- Wash areas/surface with warm water and soap/detergent
- Rinse area/surface with clean water
- Submerge, wipe or spray area/surface/article with sanitizing solution
- Allow area/surface/article to air-dry

### **SANITIZING SOLUTION**

- Water and non-scented chlorine bleach solution with a concentrate of 1 tablespoon bleach to one gallon water
- Commercial sanitizers specified on the label to be safe for food contact surface and used according to the manufacturer's directions

### **CONTROLLING INFECTIONS**

- See universal precautions above
- Toys that are mouthed will be removed and washed, rinsed and sanitized. Other toys and equipment will be washed immediately if dirty and/or on a daily basis
- Bedding will be stored so that it does not come in contact with other children's bedding. Cots will be washed daily if used by different children or weekly if used by one child.
- Children who have any type of communicable disease/conditions will be removed from care and may return only with a doctor's note.
- Children who become ill will be isolated from the other children until they are picked up.

### **HEALTH RESOURCES**

- Immunization information -- contact your child's physician or your county health department
- Macomb County Health Department -- 1-586-469-5520
- WIC (Women, Infants & Children) -- 1-586-469-3750

## **Emergencies**

Should an injury occur at the Center, our policy is to notify the parent/guardian immediately. In the event medical attention is necessary and a parent or guardian cannot be reached, we will take the child to the nearest hospital emergency room, as indicated on the **Child Information Card** which authorizes licensed physicians to administer medical attention to minor children. This line **MUST** be filled in when completing this card.

## **Discipline**

The staff at the Center will use positive methods of discipline which encourage self-control, self-esteem and cooperation among the children (conflict resolution). The staff most definitely will not use hitting, shaking, biting, pinching, pulling, slapping, kicking, or any other form of corporal punishment as a form of punishment for the children. Children will not be confined in an enclosed area nor will their movements be resisted by binding or tying. No child will be deprived of meals, snacks, rest or necessary toilet use as a means of discipline.

Staff will not inflict mental or emotional punishment in the form of humiliation, shaming or threatening a child. Non-severe discipline or restraint may be used when it is reasonably necessary based on the child's development to prevent harm from him/herself or prevent harm from other persons or property.

There are times when a child needs "time removed." In this case a child will sit in a chair until they are in control and ready to rejoin the group activities. This period of time is always less than 5 minutes and is based on the child's age (four minutes for a 4-year-old, three minutes for a 3-year-old, etc.).

## **Food Program and Nutrition Policy**

Cooking and food preparation facilities are fully approved by the Health Department. A nutritious mid-morning snack, hot lunch and afternoon snack are served daily. Menus are planned in accordance with the recommended standards for preschool children. A menu is posted next to the sign-in sheet. If there is an item your child does not prefer, or is allergic to, it is your responsibility to send in a replacement for that day.

All meals are served family style (all eaters sit down at the table together). This allows for the practice of good table manners.

You may bring your child's breakfast from 7:00 to 8:30 a.m. We will assist by providing milk, utensils and/or a plate, bowl and cup.

## **On Your Child's First Day**

### **Return:**

Child Information Card

Health Appraisal (within 30 days)

Nutrition Policy

Registration Fee

Fee Contract

Policy Agreement

Placement Contract

Immunization record

If needed: diapers, formula and/or baby food, pacifiers. Formula **MUST** be labeled with the child's name, date and name of formula.

A crib-sized blanket and pillow, if desired for rest time. Children in cribs will need a crib sheet. All blankets, pillows and sheets must go home every Friday to be laundered.

An extra set of clothing for "accidents" – clearly labeled with child's name, stored in their cubby box.

Watch the calendar for each day's special activity. Your participation will add to your child's enjoyment of these activities.

All items brought to the Center must be labeled clearly with your child's name.

Toy and play items from home are discouraged as we have plenty of playthings here at the Center.

If you have any questions or concerns about your child's day, please feel free to call. As always, feel free to stop in at any time.