

Lake Shore Early Childhood Center



Parent Handbook



**Please keep this handbook
For future reference!**

Mission Statement

Lake Shore Early Childhood Center-is dedicated to the development of each child as a total individual – socially, emotionally, physically and cognitively in a secure and caring atmosphere.

Program Operations

Lake Shore Early Childhood Center
Program Coordinator: Kelly Biondo
Email: kbiondo@lsps.org
Center information can be found at lsps.org

Lake Shore Early Childhood Center is owned and operated by Lake Shore Public Schools. The Program is certified as a family child care program.

We have been certified by the State of Michigan as a Child Care Center.

License No. DC500312556

Tax I.D. 38-6002523

Hours of Operation

We are open from 7:00 AM-6:00 PM Monday- Friday. Each child will have his or her own scheduled drop off and pick up times.

The preschool program and child care center, follows the **Lake Shore Public Schools calendar** and there are no preschool classes or child care when **Lake Shore Public Schools** are closed for snow days, teacher workshop days, and specified holidays. Please see calendar for exact dates.

Parent Notification of Licensing Notebook, Child Care Organizations Act, 1097 Public Act 116

All child care centers must maintain a licensing notebook which includes all licensing inspections reports, special investigation reports and all related corrective action plans (CAP). The notebook must include all reports issued and CAP's developed on and after May 27, 2010 until the license is closed.

- This center maintains a licensing notebook of all licensing inspection reports, special investigation reports and all related corrective action plans.
- The notebook will be available to parents for review during regular business hours.
- Licensing inspection and special investigation reports from the past two years are available on the Bureau of Children and Adult Licensing websites at www.michigan.gov/michildcare
-

Our Philosophy

We believe that all children grow and develop at their own pace and while it is important to ensure children are ready for kindergarten and for life experiences, we also feel they should not be hurried through childhood. Our goal is to provide a safe learning environment where kids can simply be kids.

We feel play is an essential aspect of young children's lives... it is essential to their well-being and development. Our preschool program provides time for free play as children need these experiences. New concepts, new skills, and new understanding come to children through play. In play, children learn to formulate and organize ideas and to become more flexible in problem solving. Children's attention begins to lengthen when they play. Their imagination can take them anywhere they want to go. During play, children learn to communicate their thoughts, feeling, and needs to others. We feel by arranging our childcare areas to offer challenging, interesting play, and learning choices at a range of developmental levels, children will learn through their play.

We balance play with many structured activities such as table time, circle time, open ended art activities, music, meals, clean up etc. We choose curriculum activities based on the needs of the children enrolled and where we feel they need to be ready for kindergarten. We feel it is important to help each child succeed at his or her own level and adjust projects to meet and challenge their current level of development. Teachable moments provide learning opportunities on any given day. Activities like setting the table can be used to teach children one to one correspondence, counting, and patterning. Helping children look up a bug they may have seen on the playground teaches them not only the information about the bug (science), but that books, magazines, and computers are resources we use to find information. We strongly feel that developing their love for learning and exploration is every bit as important as their care and safety!

We believe social and self-help skills are essential for children to develop, and we reinforce this through modeling responsibility, acceptance, kindness, sharing, and respect for all children and adults. We believe by truly listening and engaging in conversations with children, we provide numerous opportunities for the development of these very important skills. We are also very sensitive to each child's social, emotional, intellectual and physical needs. We strive to meet their individual needs as well as the group's needs as a whole. We believe given these experiences and opportunities, children will develop a positive self-esteem and love of learning that will follow them throughout their lives.

Curriculum

Our Preschool staff are highly qualified, certified Michigan teachers who have been GSRP Trained. At our center we use the HighScope Curriculum. HighScope is a Play-based, child-centered, and grounded in research. The HighScope Curriculum features active learning at its core. In a HighScope classroom, children are guided to explore, interact, and exercise their creative imagination through purposeful play. All of our staff have received training in the HighScope program.



Emergency Care Procedures

Fire Drills:

1. Fire drills are conducted (along with North Lake High School) once a month, unannounced, at various times during the day, using different exits.
2. Documentation is recorded on the Fire/Tornado Drill Log, located on the emergency board.

Tornado Drills:

1. Two tornado drills are conducted (along with North Lake High School) during the year, one in the fall and one in the spring at various daily times.
2. Documentation is recorded on the Fire/Tornado Drill Log, located on the emergency board.

Evacuation Plan and Safety Plan for Emergencies:

1. The Evacuation Plan, posted in the classroom, includes a diagram of the building that depicts the approved means of exit from the children's use areas, (including accounting for all children), and the "safe" ground outside the building, location of the nearest fire alarm and fire extinguisher and location of emergency supplies.
2. Different colors are used to denote fire and tornado evacuation routes.
3. The Emergency Evacuation Form is posted near the Evacuation Plan and a copy is kept at the office.
4. Teacher identifies those children who physically, mentally, or emotionally are at risk. The teacher completed the Emergency Evacuation Form assigning any "at risk" children to specific adults.

Minor Accident/Injury:

1. The classroom staff attends to injuries sustained and refers to First Aid Kit located inside each classroom.
2. Classroom staff completes the Accident/Incident/Illness/Injury Form for children.
3. Staff will contact the parent by phone on the day of the incident.

Major Injury/Accident:

1. Classroom staff does not move the child; staff attends to injuries sustained and refers to the First Aid Emergency Guide located on or near the health emergency posting board in the classroom.
2. Contact the following: 911, parent or designated person, Director
3. In the case that a child is transported to the hospital by ambulance, a staff member with the Child Emergency Sheet must accompany the child.
4. Classroom staff completes the Accident/Incident/Illness/Injury Form for children.
5. Verbal report to Child Day Care Licensing within 24 hours about any incident resulting in emergency medical treatment at a health facility or hospital, or death. A copy of the report shall be kept on file at the center.

Parent Communication

We will use BrightWheel and email to communicate with parents throughout the day. This, of course, is not intended to replace verbal communication but to enhance it and make it easier when you need to send us a quick note. Please do not hesitate to contact us at any point within the day. If you need to reach us by phone, 586-285-8570 is our primary contact line.

We have a Facebook and Twitter account and will post pictures of what the children are doing in our program often. (Permission for your child's photo to be posted is your choice and you will need to fill out a photo permission slip.) We understand each family has personal preferences regarding social media and respect your decision about having your child's pictures posted.

Please follow us @LakeShoreECC and on our Facebook page Lake Shore Early Childhood Center

Arrival and Departure Routine

ARRIVAL

- Have your child put their things in their cubby, take care of jacket, etc.
- Share any valuable information with staff (schedule changes, how the child is feeling, etc.)

If your child is going to be arriving late or will be absent for the day please call us by 8 AM so we can plan our day and will not be waiting for your child to arrive. If you are going to be detained at pick up by more than half an hour OR after 5:30PM, please notify us so we can reassure your child and plan for staff to stay with your child.

DEPARTURE

- Encourage your child to get ready to go home themselves as much as possible. This teaches them responsibility and prepares them for school (and life.)
- If your child is outside, they will not be allowed to leave the play yard until you come to the gate or we give them the ok.
- If someone other than parent (guardian) will be picking them up, please notify us in advance.

Orientation to our Program/Separation Anxiety

Starting in a new setting is an exciting experience for a young child, however it can also be a difficult one initially. Even children who are very excited about "starting school" may suddenly realize that you are not

going to be there. The apprehension that accompanies that realization is a normal reaction. We would like to offer several suggestions to help your child with the adjustment process.

- Relax! Children will sense your apprehension; therefore, it is important that you feel comfortable with the routine. If you have questions or concerns, please ask us.
- Come and visit with your child before the first day of attendance.
- Learn the names of your child's future play mates and the teachers who will be caring for them.
- Go to our Facebook page, look at the pictures with your child. It will help your child become more familiar with the classroom before attending.
- In their first days, use Facebook pictures as a conversation starter with your child. What do you think you would like to do there? What did you play with today? Did you like the ____? etc.
- Actively listen to your child as (s)he talks about their day. This will give insight to help the next day. If you know they like the blocks, that might be a great direction to get them thinking about the next morning.
- Establish a "goodbye routine" and even practice it at home when leaving your child with a grandparent or spouse who typically doesn't drop off. Try for example a special phrase like see you later alligator, one hug and two kisses. Try not to get trapped in the "one more hug, kiss etc." Kids are amazing at this game! Unfortunately, it usually just makes a tough goodbye, tough for an even longer period of time.
- Figure out what works best for your child. For most children a quick departure is best. It doesn't prolong what they are dreading (you are leaving). Usually by the time parents have pulled out of the driveway, a crying child has stopped and is involved in playing.
- We have partnered with BrightWheel, and teachers will be in touch throughout the day with photos, videos, general updates and other pertinent information concerning your child. We don't want you spending the day worrying about them and totally understand how difficult this transition is on parents as well as children.

Staff; Volunteer Requirements

All supervised volunteers shall receive a public sex offender registry (PSOR) clearance before having any contact with a child in care. A copy of this clearance must be kept on file at the center. Volunteers will work under the direction of staff and will be supervised by staff at all times. Volunteers will not be allowed to diaper children or escort children to the restroom.

A **written statement must be signed and dated by staff and volunteers** at the time of hiring or before volunteering indication all of the following information:

- a. The individual is aware that abuse and neglect of children is against the law.
- b. The individual has been informed of the center's policies on child abuse and neglect.
- c. The individual knows that all staff and volunteers are required by law to immediately report suspected abuse and neglect to children's protective service.

Confidentiality

In accordance with Sec. 438 of the general Education Provision Act, Lake Shore Early Childhood Center is prohibited from releasing information regarding former or present children without written approval of their parent or legal guardian.

Child Custody Conflicts

Please do not put your child or the program staff in the middle.

We cannot withhold a child from either parent unless there has been a court action which limits one parent's right to the child. A copy of the court papers MUST be on file before staff can limit access to your child.

Please handle parental differences away from the center and away from the children. The program can NOT become involved in any custody issues.

Unless otherwise authorized by law, any individual or agency requesting information other than the parents/legal guardians, staff members, or legally authorized representatives there must be a consent form signed by the parent/legal guardian or written order from a court of jurisdiction.

Pesticide Procedures

Elite Pesticide Management will provide the center with a 48 hour advance notice when a pesticide application will be done. This will be posted on the main entrance door. A sticker will also be posted for 48 hours after application and a short letter will be placed on the bulletin board.

Child Abuse and Neglect

All staff are mandated reporters. They are required by law to report suspected abuse and neglect to the appropriate authorities as required by law (Act. No 238, Public Acts of 1975 as amended Sections 722.621-722.636, Michigan Compiled Laws). It is an act that requires the reporting of child abuse and neglect "to safeguard and enhance the welfare of children preserve family life" and "to provide for the protection of children who are abused or neglected."

Releasing children to adults under suspected intoxication: Lake Shore Early Childhood Center's procedure on releasing a child to an adult who appears to be impaired due to the suspected use of alcohol or drugs, is taken from an advisory letter from the Department of Human Services, Division of Child Day Care Licensing.

As a day care provider, we may occasionally find ourselves with an adult who appears to be intoxicated or who is obviously impaired due to drug usage when he or she arrives to pick up their child. The following course of action may be taken:

1. The Parent/guardian may be told that we feel it is not safe for the child to ride with him/her at this time.
2. We may offer to call someone else to come for the child.
3. We may notify police when the adult and child leave the building.

The caregiver's assessment, that the child is potentially in danger, should be based on observable evidence such as slurred speech, lack of coordination, strong smell of alcohol or other evidence that causes the caregiver to have concerns about the safety of the child.

While the caregiver has no legal right to keep the child from his/her parent/guardian, the caregiver has an obligation to provide the parent/guardian with the above listed options. Should the parent/guardian refuse to accept one of those options, the caregivers may communicate this concern to the St. Clair Shores Police.

Health & Medication

Your child's health is important to all of us. Please inform us of any special health precautions, medications or other concerns you may have about your child. **In accordance with state law Immunization records must be on file at the center within one month of enrollment for all children who are not yet in public school.** If you choose not to immunize your child, we must have a written record of this for our file. Please update our records after each immunization.

Authorization for medical treatment must be completed and signed by a parent and be kept on file for each child enrolled in our program. In case of emergency, we will make every effort to contact the parent first. Children requiring emergency treatment WILL be transported by EMS to the nearest hospital for immediate treatment.

Staff are trained in CPR, First Aid, and Blood Borne Pathogens.

Illness: Parental cooperation is necessary to promote a healthy environment for all the children attending our program. Please do not send your child to the center if they show signs of illness in the morning. Your child may attend if they have regular cold symptoms, mild coughing or runny nose if they are able to participate in ALL childcare activities including outside play.

Parents need to have an alternative plan for illness of their child(ren) arranged in advance. When we call to inform you that your child is sick and needs to be picked up, we expect you or someone to pick up your child within 30 minutes.

Children should not return to the program until a full 24 hours after a fever has ceased (without the use of a fever reducer) and diarrhea or vomiting has stopped. In addition, children must be on medication for any

communicable disease for 24 hours before returning to the center. We understand this is a hardship for working parents, but we must be mindful of the wellbeing of the other children, their families, and our staff.

Medication: Staff will dispense prescribed medication under the following conditions:

- Medication must be in the original container which is labeled with the child's name.
- An authorization to administer medication has been signed.

Please give all medications to a staff member for storage and administration.

Medications are kept out of reach in a locked box.

Safety for your Child:

- Children will not be released to any person not listed on the child's enrollment form. Persons picking up will be required to provide staff with a current state issued photo ID.
- Playground and classroom equipment is cleaned and inspected regularly.
- Children and staff use proper hand washing procedures before and after each meal, toileting, diapering, etc.
- Child records are kept up to date and are located where all staff members can quickly access in case of emergency.
- Smoking and Vaping on premises is strictly prohibited by Michigan State Law.
- A first aid kit, children's emergency information, and cell phone will be brought on all field trips.
- Monthly fire drills are held at various times of the day using different exits. Fire extinguishers and wired/battery fire alarms are installed and inspected regularly.
- State Fire Marshals inspect premises before each license renewal.
- State licensing inspectors visit the premises each year. This is an unannounced visit. Additional unannounced visits by food program inspector take place 4 times a year.

USDA Food Program

This program is affiliated with Lake Shore School District and the USDA Child Care Food Program and serves well balanced meals and snacks. All food preparation is handled in accordance with accepted safety practices. Preschool age children learn to set the table and use good table manners. We use mealtimes as a perfect opportunity to practice manners, such as please and thank you, not interrupting others when they are talking, chewing with mouths closed, not talking with food in their mouth, and sitting at the table without getting up and down during the meal. We encourage each child to take a "no thank you bite" of each item served, although this is not required. Children learn about responsibility as they clean up their dishes and spills.

Each day children are served breakfast, lunch, and PM snack at no additional charge. Periodically, the children may have special snacks, they are served in addition to the required foods. Due to recent USDA recommendations, we very rarely will serve fruit juices of any kind. Most, but not all fruits served are fresh.

Breakfast: Breakfast is served to all children at 8AM. It consists of the following food group:

1. Milk
2. Fruit
3. Enriched bread or equivalent – typically cereal, bagel, English muffins, French toast, pancakes, banana or other breads/muffins.

Snacks: Snacks are served typically at 3 PM for preschoolers. Snacks are simple and nourishing and include food such as fruit, milk, crackers, breads or muffins, etc.

Lunch: is served at approximately 11:30 and has components of all food groups:

1. Milk
2. Two Fruits and/or vegetables
3. Enriched bread or equivalent – pasta, rice, bread, etc.
4. Meat, poultry, fish, cheese or egg.

Special Dietary Needs: A doctor's note is required for any special diet to be administered. If your child has any other dietary issues/sensitivities, please let us know and we will attempt to make reasonable accommodations.

Food Allergies

If your child has a food allergy, please contact the office. The following documents will need to be completed:

- Food Allergy Questionnaire
- Food Allergy Action Plan (signed by physician)

In some cases, parents may be required to provide their own food and snacks for their child.

Social & Self-Help Goals

We feel social and self-help skills are as important as academics. Each program has different expectations for children, so we wanted to outline some of the goals and skills children in our program will be working on. We DO NOT expect your child to come in our program knowing how to meet these expectations. It is a growing and learning process. The goals we have for the children in our care are all in place for a reason. They may be for health and safety reasons or developing self-help skills they will need for kindergarten and beyond, or social skills they need to navigate through life.

General Manners and Expectations:

- Children will learn to say please and thank you regularly.
- Children will learn to say excuse me when appropriate.
- Children will learn to share and take turns as developmentally appropriate. (Preschoolers will not be able to do this at all times – this is a goal to work towards.)
- We do not allow children to exclude anyone who wants to play with them. (they can have alone time, but we try to eliminate the “I only want to play with _____”)
- Children are expected to help clean up the classroom at clean up times. We also encourage children to get in the habit of putting things away when they are done playing with it.

- Children are expected to use a gentle touch, we discourage rough play and pretend guns.
- Children are expected to be respectful of their teachers and other children.
- Children are expected to take care of their own things. They put their things away in their cubbies. They put papers in their folders. They clean up their own messes.

Table Manners:

- Children wash their hands before and after each meal.
- Children are expected to remain seated during mealtimes. They are expected to say, “May I please be excused?” when they are done eating. (This helps children remember they are not to get up and down during a meal.)
- They are responsible for cleaning up their own spills – help is given as needed, but this is one way to teach them to become responsible.
- Children clean up their own plates, cups and utensils after eating.

Potty Learning

We believe that potty learning is different for each child and each child will exhibit signs of readiness at different ages. Because of this, we do not require your child to be trained before **starting 3 year old preschool, however they MUST be in a pull up and working toward toilet training completion.** We have experience and training in potty learning. We will be glad to assist in potty training with the understanding that it will only work if we work together. When your child is showing signs of readiness, you must work with your child at home and we'll work with them here. Children should have some consistent success at home before we start with them at school/childcare. This typically means several days with only one accident and interest in staying dry.

Please be aware that all children MUST be FULLY potty trained before they will be allowed to enter the four year old preschool program.

Preschool Program

Although our center is open from 7

7:00 am- 6:00 pm, our preschool schedule runs 8:00 am- 3:00 pm Monday through Friday. We require a minimum of 3 days. We teach weekly and monthly themes. These are designed to meet curriculum needs and are often built around the children’s interests. Activities are designed to have children learn and discover new things each day and more importantly develop a love of learning.

Curriculum Goals are based on the new Early Learning Guidelines which aligns with the Michigan State Learning Standards

Social Skills- (manners, kindness, playing cooperatively, taking turns, compassion, respect, handling emotions).

Self-help skills- (washing hands, brushing teeth, dressing self, handling bathroom needs, cleaning up toys, taking care of their possessions)

Gross Motors Skills- (climbing, running, hopping, jumping, balancing, catching and throwing balls)

Fine Motor skills- (puzzles, Lego's, blocks, manipulative toys, lacing beads, drawing, coloring, writing, cutting, play dough.)

Math Skills (counting, patterns, simple addition and subtraction, one to one correspondence. We use a wide variety of manipulative activities and incorporate math during our daily activities and circle time.)

Literature-based Activities (circle time, stories, charts, finger plays, songs, beginning reading and writing skills and dictating their own stories).

Letter and Number Explorations (activities including letter books, fun tactile activities, games, and a rich print environment.)

Science (hands on explorations about our environment, animals, and nature)

Social studies (learning about our community)

Art Media Discovery (a variety of painting techniques, markers, glue, scissors, collage materials, beads, stencils, rubbing plates, play dough.)

What to bring

Casual clothing is strongly recommended. Your child should be dressed for play; children do get dirty when they are actively involved in play. We feel letting them learn through explorations is much more important than keeping their clothes spotless. Please send your child in clothing that is easy to manage. Your child wants to learn to care for him/herself, and to be independent. Please do not send your child with a belts, suspenders, or overalls unless they can fasten and unfasten them by themselves.

Please provide a backpack for your child to bring back and forth to school each day. **This should include 1-2 complete changes of clothes (more if potty training).** Dirty clothes will be sent home each day, please be sure to replace any missing items. It may be a good idea to label socks, because belongings don't always get put in the right place and they are hard to tell apart.

All children should have the following items:

A toothbrush (to be kept at school), a complete change of clothing, including shorts, long pants, t-shirt, long sleeved shirts, socks, underwear and sweatshirt or light jacket and indoor shoes.

Remember your child's comfort for outdoor play:

Winter Season: Please dress your child properly for the weather at all times. We typically go outside when the weather is above 25 degrees unless it is bad weather due to freezing rain, snow or, wind. **Please label ALL** winter clothing, particularly mittens, snow pants and boots as so many items look similar. When purchasing outdoor wear for your child please take into consideration that mittens, snow pants and boots must be

waterproof otherwise they are wet right through to their inside clothes in minutes and children become cold quickly. Children should have two sets of waterproof mittens to be left at school.

Spring/Fall Season: Please bring shorts, pants, t-shirts, sweatshirts and jacket. Often a chilly day turns very warm or a warm day turns cold.

Nap: Preschoolers: Please send in a crib size fitted sheet, a blanket and a travel pillow.

Infants: Please send in a porta crib size fitted sheet, and a sleep sack.

Label all nap items with child's first and last name. Nap items must be taken home weekly and before vacations to be laundered.

School Year Schedule

Each child will have his or her own scheduled arrival and pickup times. The following is an approximate schedule of our day during the school year. Our schedule of activities is subject to change, due to the weather and children's needs for the day.

7:00- 8:00 play time; Children who arrive prior to 8:00 am will have an opportunity to have a snack from home to hold them over until breakfast, free play activities, dramatic play, games, toys,

8:00- 8:30 am Breakfast

8:30 -11:30 am Individual teacher activities*

***Schedules will be posted in BrightWheel and outside their classrooms.**

11:30 Lunch and outdoor play

12:15-12:45 Potty/ diaper changes/ story time winding down for rest time.

1:00 -3:00 pm **REST TIME**

3:00 Wake up/ potty/diaper changes and cleanup for snack (if children did not wake on their own)

3:30 Afternoon snack for preschoolers

4:00 self-directed play inside or outside depending on weather.

5:00-5:30 clean up, outside or inside free play for remaining children until close.

Conferences

Parent teacher conferences are completed two (2) times during the school year and are held in the classroom. One conference is held early in the school year and the other is by parent request and held near the end of May to summarize the year.

Toys and Personal Items

PRESCHOOLERS: No Toys Please!!!! Please do not allow your child to bring any toys to Lake Shore Early Childhood Center. Toys brought to school can cause added tension as toys could be easily lost or broken and special toys are difficult to share. All young children practice taking turns and sharing; however it is much harder for your child to share his or her favorite toy. Therefore, we request that no toys be brought, unless you have been notified that it is a special event, such as, "Student of the Week."

Child Guidance Policy

Our child guidance policy is designed to help children become independent and caring, by learning self-control, decision-making skills and responsibility for their own actions. We believe that children should be treated with the same respect that we, as adults, wish to be treated. Our goals are to help children develop positive self-esteem, respect for themselves and the rights of others and socially acceptable ways of expressing their needs and feelings. This is accomplished through positive guidance and loving discipline when necessary.

Our staff uses guidelines and techniques to help children develop self-discipline and reduce problems before they start:

- A learning environment that promotes consistent routines and well-defined expectations.
- Use of praise through kind words and actions (hugs, smiles) to reinforce desirable behaviors.
- Redirection to another activity when a child displays undesirable behaviors.
- If a child caused physical or emotional harm to others, the child will be removed from the situation for a brief time to calm down.
- Time is provided to talk with the teacher about how the child is feeling and alternative, appropriate behaviors at a time when the child has calmed down.

We believe the primary responsibility for raising young children rests with the parents; however, the staff strives to assist parents in the training and guidance of their children. We will provide parents with feedback about their children (both positive and negative, if necessary). If you desire help in dealing with a specific behavior or issue, please discuss it with us. Parent support is expected for any guidance techniques used by staff to resolve unwanted behaviors. Staff are not allowed to discipline a child using prohibited methods (according to licensing regulations) even at the request of a parent.

CHRONIC DISRUPTIVE BEHAVIOR

The safety and welfare of all the children at our center are very important to us. While the staff will make every effort to work with children and their parents to promote appropriate behaviors, there are situations when additional action may become necessary.

Initial meeting: If a child's extreme, uncontrollable behavior, continues to physically or emotionally endanger staff or other children at the center, a parent meeting will be requested by the management staff and the child's teacher. The problem behavior will be discussed and recorded, and goals for correction will be established.

Second meeting: If, after a predetermined time frame, the initial goals for changing the child's behavior fail, a second meeting will be requested by the management staff. The behavior correction goals will be discussed again and a new behavior plan will be defined.

Suspension/Dismissal: If no progress occurs within the established timeline, suspension will result. Parents will be responsible for payment during the length of the suspension. Dismissal of the child will occur after three suspensions, or immediately if the child's behavior severely injures a staff member or another child.

DISCHARGE POLICY

Lake Shore Early Childhood Center reserves the right to cancel the enrollment of a child for the following reasons:

- Non-payment or excessive late payment of fees
- Failure to submit required information or forms
- Failure to comply with the policies of the center
- Special needs of a child which we cannot adequately meet with current staffing.
- Physical or verbal abuse of staff or children by a parent or child.

Tuition and Fees

Tuition: Tuition is based on enrollment (a reserved slot), not attendance and payment will be expected whether or not the child is in attendance.

Registration Fee: an annual registration fee per child is required upon enrollment of child. This fee covers preparations for your child's arrival, such as setting up a cubby, reviewing and entering records into computer files, and filing forms, as well as holding their spot until the time care is scheduled to begin.

Before care begins we require first and last week's tuition. After that, payment is expected on the last day your child is in care each week. We strongly encourage our families to use to automated bill pay through BrightWheel, please note that there is a small processing fee.

Current rates are as follows:

Infants (8weeks -30 months)

5 days	4 days	3 days
\$275	\$255	\$225

Toddler to Potty trained

5 days	4 days	3 days
\$260	\$240	\$220

FULLY Potty trained to 4 years

5 days	4 days	3 days
\$230	\$210	\$190

Sibling Discounts: In order to financially help families who may not be eligible for subsidy programs, we offer a sibling discount of **10%** of from your oldest child's tuition rate. No discount is applicable if you are receiving some other form of subsidy through the state or work to help pay for your child care.

First Responders: A 10 % discount will be applied to your account if you are a first responder (police, fire, or hospital employees)

Rate Increase: There will be a rate increase of 2% on the anniversary of your contract each year. No other rate increases will be charged.

State Subsidy: We encourage families to apply if they feel they may be eligible. More information can be found at <https://www.michigan.gov>.

It is worth your time to apply and I'd be glad to help in any way I can. We accept state subsidy, and payments through the foster care system.

Tuition: Tuition payment is due on the **last** day your child is in care for the week. There will be a \$2 per day late fee for each day your tuition payment is late. If tuition payment becomes 1 weeks late, your child may not be allowed to return to childcare or preschool until tuition is current. We know there are sometimes exceptional circumstances and if you anticipate having a problem making a payment, please let us know as soon as possible. We will try to work with you. However, please keep in mind that this is a business and we do have payroll, food, and other expenses. You expect your paycheck when it is due, and we expect ours. Thank you for your understanding.

Supply Fee: A \$25 supply fee will be billed to each child in January, April, July and October. Supplies include paint, glue, paper, glitter etc.

Extra fees: A \$35.00 service fee will be added for any check not honored by the bank.

Any child picked up after 6:00 p.m. will be charged \$1.00 for each minute after. You will be charged until you leave the building (not arrival time). Our hours of operation are 6:30 a.m. to 6:00 p.m. Our license prohibits us from opening before 6:30 a.m. and we are to vacate the building BY 6:00 p.m. Our staff is always here by 6:30 a.m. to greet your child, we ask that you arrive prior to 6:00 p.m. so the school can be closed and staff can leave by 6 o'clock. If you are going to be late, please call the center to let the staff know of your situation. If we find that you have picked up your child late two or more times, your child may be dismissed from the program. We encourage you to put someone on your emergency card that will be able to pick your child up on time for those days that you may be late.

Additional fees apply to any enrichment courses and field trips offered.

Withdrawal Policy

When a child is enrolled in our program, it is expected that he/she will remain for the total enrollment period. However, if it should become necessary for you to withdraw your child, we ask that you notify us in writing fourteen (14) days prior to the withdrawal date. Failure to do so will result in accruing charges that you will be responsible for paying. Registration fees are non-refundable.

Sometimes children or families may not adjust to the center environment. In these cases, we may ask a parent or guardian to withdraw his or her child. If we make that decision, we will usually notify the family one week in advance in order to permit them to find alternative care. Certain instances may require an immediate withdraw.

Holiday, Vacation, and Sick Time

As Lake Shore Early Childhood Center is part of the Lake Shore Public School system, we follow the district calendar and will be closed when they are; this will include snow days. *If a holiday falls on a day your child is scheduled to attend, you are required to pay your regular rate for that week.*

The center will close at 4:30 pm on the 1st Monday of **EACH** month. We use these days for staff meetings and trainings.

We are closed for **four paid in-service days** each year which we use for training days. Typically, one day is the Friday before Labor Day which is used to set up our classroom for the school year. These days are paid just as a holiday would be if they fall on your child's regular scheduled day. You will be notified at least one month in advance of in-service days.

Sick Days: You will be allowed 5 sick day per calendar year.

Your Vacation: Your child has a reserved space regardless of whether he or she is in attendance. You will be allowed to take one week (equaling the amount of days your child/ren in care for the week) of vacation at no charge each calendar year, provided we are given at least two weeks advance notice. You are responsible for your child's regular tuition fee for all additional time your child is absent from care.

Forms for vacation credit can be picked up in the office.

In addition to these vacation and sick days, families also receive the two weeks for Christmas and New Year, and the week of Spring Break tuition free, as we are closed per the school districts schedule.

Receipt And Acknowledgment of Lake Shore Early Childhood Center's Parent Handbook

Please read the following statements, sign below and return to center.

Acknowledgment and Receipt of Parent Handbook and parent notification of Licensing Notebook

I have received and read a copy of Lake Shore Early Childhood Center's Parent Handbook.

I understand that the policies in it are subject to change at the sole discretion of Lake Shore Early Childhood Center at any time.

I have also read and understand that the licensing notebook containing any special reports or complaints will be available for review during regular business hours.

Parent's Printed Name

Parent's Signature

Date