



# Ascension Early Child Care Center

*Rooted In Faith*



Therefore, as you received Christ Jesus the Lord, so walk in Him, rooted and built up in Him and established in the faith, just as you were taught, abounding in thanksgiving.  
Col. 2:6-7

16935 W. 14 Mile Rd. Beverly Hills, MI 48025  
Telephone: (248) 644-8890  
Fax: (248) 644-1181

## Family Handbook





# Ascension Early Child Care Center

*Rooted In Faith*



16935 W. 14 Mile Rd. Beverly Hills, MI 48205

Katrina Stewart, Director  
Chelsea Cook, Assistant Director  
(248) 644-8890

Dear Families,

On behalf of the Child Care Family at Ascension Early Child Care Center we would like to welcome you and thank you for choosing our program and staff to share in the daily life of your child.

Placing children in the care of others is not an easy decision and we are grateful for the opportunity to nurture your child's spiritual, emotional, social, intellectual and physical growth.

We take pride in our Center and the care provided to each of God's children and look forward to assisting with your child's daily growth and development throughout their stay.

We are here to meet the needs of both you and your family and are committed to building a relationship that will benefit each one; therefore, please feel free to contact the Center at any time to discuss questions or concerns that may arise concerning your child – (248) 644-8890.

Serving God's Children,

Katrina Stewart, Center Director – [stewartk@ascensionofchrist.org](mailto:stewartk@ascensionofchrist.org)  
Chelsea Cook, Assistant Director – [cookc@ascensionofchrist.org](mailto:cookc@ascensionofchrist.org)

But Jesus said, "Let the little children come to me and do not hinder them, for to such belongs the kingdom of heaven". Matthew 19.14 ESV

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*Revised: January 2019*

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## Tuition Rates

Effective January 7, 2019

### **Infant (6 weeks to 12 mo.)**

\$ 280 / 5 days  
\$ 255 / 4 days  
\$ 220 / 3 days

### **Young Toddler (12 to 24 mo.)**

\$ 270 / 5 days  
\$ 245 / 4 days  
\$ 210 / 3 days

### **Older Toddler (24 to 36 mo.)**

\$ 250 / 5 days  
\$ 225 / 4 days  
\$ 190 / 3 days  
\$ 140 / 2 days

### **Preschool (36 mo. and up)**

\$ 240 / 5 days  
\$ 205 / 4 days  
\$ 180 / 3 days  
\$ 135 / 2 days

## SECTION 1: ABOUT US

### SPONSORSHIP

Our Child Care Center operates as a ministry of Ascension of Christ Lutheran Church under the supervision of the Child Care Committee. Day to day operations of the Center is under the direction of Mrs. Katrina Stewart

#### We Invite You to Join Us in Worship

##### Sunday

9:00 am Adult Bible Study  
10:15 am Divine Service  
11:30 am Sunday School/Fellowship

##### Thursday

10:00 am Women of the Word Bible Study  
7:15 pm Choir Rehearsal

Church Office: (248) 644-8890  
Office Administrator: [cookc@ascensionofchrist.org](mailto:cookc@ascensionofchrist.org)  
Office Fax: (248) 644-1181  
Pastor Grams – [pastorgrams@ascensionofchrist.org](mailto:pastorgrams@ascensionofchrist.org)  
[www.ascensionofchrist.org](http://www.ascensionofchrist.org)

##### Office Hours:

Monday 9:00 am – 5:00 pm  
Tuesday 9:00 am – 5:00 pm  
Wednesday 9:00 am – 5:00 pm  
Thursday 9:00 am – 5:00 pm

### Our Purpose

The Center will focus on the relationship between family, church and school. We will always strive to work with families as they prepare their children to enter school. It is our hope that the firm foundation laid in the childcare program will help guide them to succeed in their future endeavors.

### Our Mission

The mission of our Center is to nurture children in the Christian faith so that they may know Jesus as their Savior, serve Jesus as the Lord of all Creation and share Jesus' Word and deeds with all those lives they touch.

### Our Program

Our Program is designed to:

- ◆ Provide opportunities to stimulate a child's interest and need for exploration while discovering and creating.
- ◆ Foster independence, build self-confidence, encourage positive decision making and problem solving skills
- ◆ Provide spiritual guidance through daily Jesus time, prayer, Christian music and Chapel attendance
- ◆ Provide opportunities for growth in all areas of academics gross and fine motor skills and personal relationships.

## SECTION 2: GENERAL POLICIES AND PROCEDURES

### Admissions & Enrollment Policy

Our school year runs year-round following the calendar year from January until the final week in December.

The school day is from 7:00am-6:00pm Monday through Friday except for scheduled school closings as noted on the school calendar.

Enrollment in our program requires compliance with all policies and procedures set forth in this handbook.

Registration for the school year begins in January. The annual registration and enrollment fee of \$100 (individual) \$150 (Family) will be charged at time of enrollment. Re-enrollment begins January of each year. Enrollment fees are applied to classroom budgets.

After a family has accepted a spot in a classroom at Ascension and paid the registration fee, the school will hold a spot for the child until enrollment can begin. Space will only be held 3 months prior to enrollment. In these cases, families will be asked to pay one week's tuition to hold the spot until attendance can begin. This is to ensure the necessary income to maintain teacher salaries and other expenses. Please note that the policies of this handbook apply to any changes in enrollment status (or other situations that may arise) from the time of enrollment until the new school year begins.

We require that all children be enrolled for consistent days and hours. All schedules must be arranged in advance. Children requiring flexible schedules will be accepted at the Center based on availability and advanced notice. Variable work schedules, scheduling changes and vacation requests are to be provided via the website with at least 2 weeks in advance. (*see schedule change policy*)

Please note that families are required to give two-week notice in writing when they make the decision to leave Ascension to allow the center to re-fill a vacant spot. In cases where less than two-week notice is given, full tuition will be charged regardless of attendance.

All families must complete and sign the "Enrollment & Acknowledgment Agreement", which outlines family responsibilities to the center as well as the center's responsibilities to the family.

All admission and enrollment forms must be completed and accounts must be current prior to your child's first day of attendance and/or the first day of the new year.

Currently enrolled children and their siblings have first priority for available spots within our program.

Ascension Early Child Care Center retains the right to make decision regarding enrollment and classroom makeup and placement based on the needs of individual children and/or the classroom/school community.

Families are expected to keep all information updated during their child's enrollment at Ascension. It is the responsibility of families to keep the school informed of any changes in personal information, including but not limited to phone numbers, email addresses, residential address, and place of employment.

#### *Non-Discrimination & Inclusion*

At Ascension Early Child Care Center equal educational opportunities are available for all children without regard to race, ethnicity, national origin, gender, disability, or parent/guardian political beliefs, marital status, or special needs. All children are entitled to all rights, privileges, programs and activities generally accorded or made available to children at our Center. Educational programs are designed to meet the varying needs of all students. We make every reasonable accommodation to encourage full and active participation of all children in our program, based on their individual capabilities and needs and in compliance with state staff to student ratio requirements. We do not discriminate in the administration of our policies, admissions or programs administered through our Center.

#### *Certification*

Ascension of Christ Lutheran Church is licensed by and complies with the rules and regulations of the State of Michigan, Department of Licensing and Regulatory Affairs Bureau of Community and Health Systems. We are licensed for the care of children birth thru 6 years of age. It is the policy of Ascension Early Child Care Center to accept and serve children ages 6 weeks through 6 years of age.

#### *Required Enrollment Documentation*

The State of Michigan requires that all children have a valid Health Appraisal form on file and they be immunized against vaccine preventable diseases in

order to attend Ascension Early Child Care Center. A Health Appraisal Form is provided in the Enrollment Packet for this purpose. It must be signed and dated by your child's physician. This form must be on file within 30 days of start date. A copy of the current immunization record must be received by the center on or before the first day of attendance and updated regularly. The Child Care Office maintains records of necessary forms. Health Appraisals are required annually. An informational website for child care is available at [www.michigan.gov/childcare](http://www.michigan.gov/childcare) for child care centers and parents.

### Child Custody

Without a court document, both parents/guardians have equal rights to child custody. The Center will honor all court orders including: a certified copy of the most recent court order, active restraining order, or court-ordered visitation schedule. One parent may not limit the other parent from picking-up a child in our care. Ascension's open door policy is extended to all custodial parents/guardians unless otherwise specified in court documents. The Center must be notified immediately of any changes in custody orders. Certified custody orders must be given to the Center Director within 48 hours of issuance. Parents have the option to make separate tuition payment accounts. However, full payment is expected in advance of care.

### Tuition Policy

**TUITION IS BASED ON ENROLLED DAYS PER CLASSROOM, REGARDLESS OF ATTENDANCE.** Staffing is in accordance with the number of children enrolled each day.

Please refer to "Tuition Rates" for the current classroom tuition rates.

One month's (30 days) advanced notice will be given prior to a change in tuition rates.

- ◆ Each family is entitled to a tuition-free vacation as noted in our Vacation Policy.

Our Center is open year-round 7:00 a.m. - 6:00 p.m., Monday through Friday. Annual Closure and Holiday Calendars are determined at the beginning of the year.

### Payment Procedures

Payment is due in advance of care, processed on the preceding Friday of each week. Deductions from weekly tuition charges must be arranged in advance, in accordance with our vacation and schedule change policies. There are no deductions from weekly tuition amounts for closures due to inclement weather, power outages, or other situation beyond the center's control. Payment is due as outlined in the Enrollment & Acknowledgement Agreement.

- ✓ All tuition payments are made via Tuition Express.
- ✓ We accept VISA/MC online payments. Payments can be made by credit card or ACH from a checking/savings account.
- ✓ Credit Card payments will assess a 2.5% processing fee. (*subject to change with 14 day advance notice*)
- ✓ Siblings receive a 10% discount on the lesser tuition(s).

### Late & Returned Payment Charges

Tuition payments are due on the preceding Friday in advance of care each week. If payment or payment arrangements are not received on the day that it is due, a late fee of \$20 will be added to charges. If your account has not been paid in full within 2 business days, your child may not attend school until the account has been brought current. After 14 days of nonpayment, enrollment may be forfeited.

All returned checks and rejected ACH (automatic debits) are charged a fee of \$25. Declined credit card transactions are charged a fee of \$10. These charges will be collected electronically.

Ascension retains the right to take measures to collect unpaid balances either through small claims or collections. If these measures become necessary the family is responsible for all expenses associated with these actions including all court fees.

### Absence, Sick, Vacation and Holiday Policy

While the Center provides full-day, year-round care, the center is closed periodically for traditional holidays, and additional days to provide professional development opportunities to the entire staff, and for building maintenance. Families should consult the school calendar for dates when the center is closed or irregular hours are imposed. Since tuition is based on a yearly budget, there are no discounts for unplanned school closings.

### Vacation

Tuition-free vacation time is guaranteed after 90 days of enrollment. "One Week" is equal to the number of days you are enrolled per week. Enrolled families will receive two (2) weeks of vacation time at the beginning of the year. Families enrolled after June 1st will receive one week of vacation time. All Vacation Requests must be submitted (2) two weeks in advance electronically for processing to the Office Administrator. The Vacation Request form is located at <http://ascensionofchrist.org/>. (Full payment for enrolled days are charged if the Center is not properly notified).

### Holidays

Ascension Early Child Care Center is closed on the following holidays: New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. Regular tuition is expected as our teachers are paid for these days. Tuition-free vacation days may be used on holidays with advance notice as outlined in the vacation policy.

Tuition is not charged for the day after Independence Day, day after Thanksgiving and the two days following Christmas.

### Sick

If your child becomes ill, you may use a tuition-free vacation day as a sick day. You may request "one day" credit towards your account. The Center must be notified by email at [attendance@ascensionofchrist.org](mailto:attendance@ascensionofchrist.org) by 11 am on the day of the illness. Requested credits will be processed in the next billing cycle. Email confirmation will be sent with vacation time balance.

If your child is absent for an entire week due to a documented illness, hospitalization or other medical necessities, your account will be credited for one week's tuition. The credit will be applied to your account upon your child's return to the center with documentation from a physician.

### Arrival Policy

The Center opens at 7:00 AM. Drop-off before this time is not allowed even if staff is present, as teachers need time to prepare for their day. No child may be dropped off at the door. Parents are responsible for assisting their child/children to their classroom and into the care of a staff member. Please do not leave your child in a classroom without a staff member present.

Upon arrival, please be sure to:

- ✓ Use the Child Care entrance ONLY
- ✓ Sign-In on the hallway kiosk.
- ✓ Use Classroom Tablet or Kidreports app to document drop off instructions.

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- ✓ Discuss concerns or special instructions with Staff.

### Departure Policy

The Center closes at 6:00PM. Please allow enough time to arrive, sign your child out, and leave by closing time.

At pick-up time, please be sure to:

- ✓ Use Child Care entrance ONLY
- ✓ Sign-out on the hallway kiosk.
- ✓ Discuss any concerns or questions with Staff.
- ✓ ID may be required if pick up person is unknown to Staff.

### Authorized & Unauthorized Pick-Up

The security of your child is important to our entire staff. To ensure the safety of your child, we will dismiss only to parents, guardians or designated representatives noted on your Emergency Card. In the event that it is necessary for someone other than those noted to pick-up, a phone call or note from you is required. Please be sure that your designated person knows that he/she will be required to present picture identification before your child will be released to them. NO EXCEPTIONS WILL BE MADE TO THESE POLICIES. Our staff reserves the right to request picture identification at any time. Please be sure to make arrangements for someone to pick up your child by 6:00pm. If you think that you will be unable to arrive on time, be sure to notify the Center regarding any special arrangements.

### Late Pickup

Late pick-up is an inconvenience to teachers and can negatively impact children. Your child looks forward to your arrival at the end of the day. Please make every effort to pick your son or daughter up on time. Being habitually late for pick-up or otherwise keeping teachers at the center beyond 6pm is disrespectful of their time, personal lives, and the energy they spend caring for your child each day. If you know you can't arrive on time, please arrange to have your child picked up by another adult who has been authorized on your Emergency Contact Form. If a later pick-up is unavoidable and you are unable to reach your designated emergency contact, please notify us immediately. Notification may be made via phone or KidReports messaging.

A late pick up fee of \$10 is charged after 6:05 pm regardless of notification. An additional \$15.00 is charged at 6:15 pm. After 6:30 pm, there is a \$40 fee charged to payment method on file.

If your child is not picked up by 6:05 pm and we have not been contacted, the center will take the following actions:

- ◆ Attempt to contact you or your emergency contact person.
- ◆ If we can't reach you or the emergency contact person within thirty (30) minutes after closing, the Director or Closing Staff will determine whether and when a child protective agency or Beverly Hills Police should be notified.
- ◆ If this action is taken, disenrollment may be determined by the Director.

### Withdrawals

If a family decides to withdraw from the center for any reason, two-week written notice is required. All tuition and fees owed to the center during the two-weeks following date of the written notice, must be paid, regardless of child's attendance.

We reserve the right to request withdrawal for any of the following reasons:

- ✓ Delinquency of payments
- ✓ Habitual late pick-ups
- ✓ Non-cooperation on the part of the child/and or parent. If the problem persists after a conference between the parents, teacher and director, the director will make a decision as to whether the child remains in the program.
- ✓ Inability of child to adjust to the classroom environment, taking into consideration that each child has different needs. We operate our rooms at the licensing ratio requirements therefore we are unable to provide one on one care. If this is needed, a conference will be held between the director and the parents.

Parents must notify the center if they decide to withdraw from the program and give at least a two week written notice prior to withdrawal. Tuition payment is required for Withdrawals without two-week notice.

### Temporary Withdrawals

We make every attempt to accommodate schedules for all families enrolled in our program. Occasionally, we are asked to provide a temporary withdrawal from the Center.

### Summer Withdrawal

A spot for your child will be held if you choose to withdraw your child for the summer months provided:

- ✓ One week's tuition deposit is paid prior to the child's last day.
- ✓ Pay a \$75 temporary withdrawal fee per child
- ✓ A temporary withdrawal form must be completed electronically thirty (30) days prior to the temporary withdrawal via <http://ascensionofchrist.org/child-care/childcare-withdrawal>
- ✓ Schedule changes upon return to the Center may be allowed as space permits.

### Other Withdrawals

A child's spot can be held if a parent chooses to temporarily withdraw for a period of time greater than 2 weeks but not to exceed 4 weeks provided:

- ✓ One week's tuition deposit is paid prior to the child's last day
- ✓ Pay a \$75 temporary withdrawal fee per child.
- ✓ A Temporary Withdrawal Form must be completed and returned fourteen (14) days prior to the withdrawal via <http://ascensionofchrist.org/child-care/childcare-withdrawal>
- ✓ Schedule changes upon return to the Center may be allowed as space permits.

Return space for any withdrawal lasting more than 6 weeks (individually and/or combined with a summer withdrawal) cannot be guaranteed.

A two (2) week notice is required for any permanent withdrawal from our Center. This consideration allows us to remain consistent in our state required staffing ratios and to avoid overcharges to our families as we bill one week in advance.

### Confidentiality

Unless we receive your written consent, information regarding your child will not be released with the exception of that required by our regulatory agency. All record concerning children at our program are confidential.

### Transfer of Records

While at Ascension, your child's records are transferred internally when they transition to a new classroom.

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If your child is transitioning to a new school, we ask that you submit a written request with instructions as to where the records should be sent.

### Photographic Release

Photographs of children enrolled at the center may be used on promotional materials for Ascension Early Child Care Center. Photographs are not used for any such purpose without the express written consent of a child's parent or guardian.

At enrollment each year, you are asked to sign and initial the media release as part of the Enrollment Agreement.

### Communication & Family Partnership

Ascension values the communication between the center and the home. Parents and guardians are always welcome at the center. We support an open door policy for you to visit your child's classroom at any time. Your participation and involvement are important to us as we work as partners to provide the best care and education possible for your child.

We desire to work in partnership with you and communicate openly. You may speak with the director directly at (248) 644-8890 or email at [stewartk@ascensionofchrist.com](mailto:stewartk@ascensionofchrist.com). The teachers, assistants and caregivers are willing to discuss your child's progress, concerns or problems. We ask that we all try to speak privately, not in front of the children or other parents. Some information shared could be of a confidential nature and we would like to respect everyone's privacy.

A few ways in which the classroom/center provide information about the children's experiences and center happening may include:

- Electronic Daily Reports: (Infant and Toddler rooms) Teachers will make note of the sleeping, eating and diapering of each child daily. The teachers may also make notes regarding activities, general mood of the child, upcoming classroom events, etc. The parent is also invited to send messages to teachers and input morning drop-off information about the child's morning, changes in routine, sleep issues, etc.
- Newsletters & Announcements: At least once per month, newsletters from each class will be made available to families via email or hard copy. The letter will describe the work and projects going on in the classroom as well as upcoming events and classroom needs.
- Scheduled time for parent/teacher conferences are dependent on the preferences of the classroom teachers. Parent/Teacher conferences are

always available at the parent's request. If at any time a parent has concerns or wants information about their child's experiences within the center, they may request a meeting with teachers at any time during the year.

- Centerwide announcements and administrative issues will be conveyed in periodic letters to families which will be emailed and available in hard-copy upon request.

Our partnership is imperative when children have difficulties in any area of development or in adjustment to the program or discipline. When this time occurs, prayerfully, we will speak to you openly and honestly about the situation. We ask for your ideas and feedback into what methods may work best with your child in order to better understand and meet your child's needs. If we feel special assessments are necessary, recommendations of outside sources will be provided. Our hope is that a positive plan can be developed between school and home in order to work through any situations that may occur. We will make every reasonable effort to be available to your family whenever you need us.

#### *Staff Qualifications and Professional Development*

Our teachers are hired in compliance with the State of Michigan requirements and qualifications as a base minimum. When hiring staff, we take a variety of traits into consideration such as educational background, experience, dedication to the profession, temperament, personality, and other factors that will contribute to the mission, vision and values of Ascension Early Child Care Center. To support teachers in their continuing evolution as professionals, we make a strong commitment to ongoing professional development for all of our staff and ensure that they receive professional development that exceeds the minimum requirements of the State of Michigan.

Please be aware that this commitment to our teachers requires flexible scheduling and occasional absences from the classrooms. In all cases, well-trained substitutes will work in the absence of your child's regular classroom teacher.

#### *Child to Staff Ratios*

Ascension Early Child Care Center provides student/teacher ratios in compliance with the requirements by the State of Michigan and regularly offers care below maximum allowed.

Child-to-Adult ratios by classroom during the majority of each day:

Baby & Tiny Sprouts (infants)	4:1
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Lil' & Big Sprouts (toddlers)	4:1
Preschool Sprouts (ages 3+)	8:1

Maximum staff/child ratios for the State of Michigan can be found in the Licensing Rules for Child Care Centers at [https://www.michigan.gov/documents/lara/BCAL\\_PUB\\_8\\_3\\_16\\_523999\\_7.pdf](https://www.michigan.gov/documents/lara/BCAL_PUB_8_3_16_523999_7.pdf)

### *Room Transition Policy*

As your child meets his/her necessary developmental milestones required to proceed to the next class level, you will receive transition notification from your child's teachers. Information will be provided including an introduction to the new classroom, new teacher's contact information, and helpful tips for transition. Decisions regarding classroom makeup and placement will be based on the needs of individual children and/or the classroom/center community.

## SECTION 3: CHILD IN-CARE POLICIES AND PROCEDURES

### *Naps & Rest Policy*

Each child attending our Center is encouraged to participate in nap and/or rest time. Cots and cribs are provided.

Infants sleep according to their own schedule and are put to sleep on their backs until they are able to roll over on their own. Multiple quiet times may be imposed throughout the day to allow babies the opportunity to rest.

After lunch, toddlers and preschoolers participate in a quiet rest time typically lasting two (2) hours. Children who do not fall asleep or wake early during this time may be given quiet activities or asked to quietly remain on their cot.

For children older than one parents may supply a small blanket, pillow, and a snuggly friend for rest times. All personal items should be labeled with your child's name. Bedding and personal items will be sent home for laundering weekly or as needed and should be returned at the time of your child's next scheduled visit to the Center.

Infant families may provide a sleep or swaddling sack for added comfort during naps. Licensing regulations do not permit the use of blankets within our infant cribs until after the age of 12 months at which time children may transition to

cots. Each child is assigned his/her own crib, to be used only by that child during the entire stay in the Infant Room.

### Food Policy

It is the policy of our Center that families of children in the Infant Room provide all formula, breast milk and food products per State of Michigan Licensing requirements. All food products and bottles must be labeled with name, date and contents. All opened or unopened food products must be returned to families at the end of each day. NO bottles may remain on site overnight per state requirements.

Parents will provide all meals for children attending the Center. The Center offers supplemental snack options for our toddler classrooms including but not limited to: goldfish, graham crackers, animal crackers, apple sauce, fruit cups, cereal and cereal bars. Parents may opt in/out of our snack program at no additional charge. Simply inform the classroom teachers of your preference.

### Personal Belongings

**Please label ALL items brought from home with your child's name** to prevent items from becoming misplaced or lost. We are not responsible for lost or misdirected items that are not properly labeled.

#### What to Bring for Infants (6 weeks to 12 months)

- Enough bottles of breastmilk or formula for one day's feedings should be brought already prepared to school each day.\* **Bottles should be clearly marked with the child's name and date.** Empty bottles are returned to the family each day (\*Arrangements may be made with the classroom teacher for the storage and daily use of frozen breastmilk)
- Food items including: snacks, cereals, meals
- A supply of diapers and wipes regularly replenished
- At least 2 complete changes of clothes (ex. 2 bottoms, 2 tops, 2 pairs of socks)
- Any comfort items that your child needs such as pacifiers, blankies, lovies, etc.

#### What to Bring for Toddlers and Preschoolers (Ages One and Older)

- A sippy cup for water or water bottle
- If your child is a young toddler (under 18 months) and still needs a bottle during the school day, we will work with you during the transition to a cup.
- Food: Complete meals

- A supply of diapers and wipes regularly replenished
- At least 2 complete changes of clothes (ex. 2 bottoms, 2 tops, 2 pairs of socks)
- Optional blanket, pillow and snuggle item for cot sleeping to be taken home and washed weekly
- Any comfort items that your child needs such as pacifiers, blankies, lovies, etc.

### Diapering

Diapering is an important process in the daily life in the infant and toddler classrooms. Diapering is a time for one-on-one interaction between the child and teacher. The process of changing diapers is always done in a comfortable and respectful manner. Ascension Early Child Care Center will follow all guidelines for cleanliness and hygiene as outlined in the Licensing Rules for Child Care Centers. Diapering procedures are posted above or near all diapering areas.

Parents may send cloth diapers and wipes for their children with appropriate materials provided for transport of soiled diapers from school to home daily for laundering. The materials provided must be in compliance with licensing guidelines.

[https://www.michigan.gov/documents/lara/BCAL\\_PUB\\_8\\_3\\_16\\_523999\\_7.pdf](https://www.michigan.gov/documents/lara/BCAL_PUB_8_3_16_523999_7.pdf)

### Toilet Training Policy

Our staff is here to assist your family with toilet training as your child begins this important process. We are here to work together towards accomplishing this milestone in your child's life. An important factor in making the toilet learning experience at school as low-stress as possible is a family/teacher partnership that supports the child through this important developmental phase.

We realize this process is different for each child, therefore we choose to introduce this suggestion to your child in both our Young and Older Toddler classrooms.

Some children adjust quickly and are well on their way to a diaper free existence, both at the Center and at home, within a few weeks.

For others, it takes a bit longer. It is very important during this training period that both families and staff share the same goal. To do otherwise will cause confusion and frustration for your child. Staff at the Center can assist you with tips and suggestions to make this transition an easy one for all involved.

We encourage you to ask questions and discuss in detail, with your child's caregivers, any issue that may arise throughout this process. Without your assistance, we will be unable to reach this important milestone in your child's life.

Teachers will work with parents to achieve the common goal. Please keep in mind that potty training is different at school where there are so many distractions such as friends and toys.

### *Guidance & Discipline Philosophy*

Good communication between teacher, child and parent helps to make the total area of discipline a positive, loving, beneficial experience. We use positive methods of discipline which encourage self-direction and good self-esteem in a firm, consistent manner.

The administration of discipline is meant not only to teach but also to help children learn acceptable behavior and proper ways to express their feelings. We work diligently to provide one on one attention when dealing with children's behavior. We employ several strategies of guidance including: effective communication, acknowledgement of children's feelings, praise for positive behaviors and interactions, redirection from challenging situations, and natural consequences. We create with children "calming spaces" in each classroom that are designed to give children a place to be quiet, find calm, and focus when necessary.

In this positive guidance atmosphere, most inappropriate behaviors are avoided. Part of what children learn in their early years is how to get along with others and what behaviors are appropriate in different situations. We take a proactive and preventive approach to guidance that reinforces appropriate behaviors rather than focusing on inappropriate behaviors. To do this, our teachers are trained to use various techniques including redirection, praise and distraction.

Please note that biting, hitting, spitting or bullying will not be tolerated and will result in the immediate removal of your child from the group. Parents will be notified if their child bites or is bitten. If a behavior such as biting, spitting, hitting or bullying persists, a child may be suspended or possibly removed from the program at the discretion of the Director.

### *Biting Policy*

As upsetting as it can be for children and adults, biting is a normal stage of development that is common among young children. Most young children bite

and/or are bitten by another child at least once when they are in group care settings. While we are aware that it is not unusual for some young children to go through the biting phase, it is the responsibility of Ascension Early Child Care Center to ensure the safety of each child in our program. When biting occurs, we will follow these guidelines:

- Our first response is to take action immediately to provide appropriate care for the child who was bitten by comforting them and cleaning the area that was bit.
- We also respond to the the child who has bitten with strategies designed to help him/her learn a more appropriate behavior. Appropriate coping and/or prevention techniques will be used at all times, the objective being to correct the child's behavior.
- Notification of every biting incident is given in written form to both the family of the child who was bitten and the child who bit. We work together with families to keep them informed and to develop strategies to address the situation.
  
- Each biting incident will be evaluated by the caregiver. If biting continues, a conference with the parent/guardian will be requested so that a plan of action can be developed to correct the child's behavior and discuss further steps. This plan will provide consistency for your child while at the Center and at home and may include addressing recent changes in the home, shadowing the child who is biting, and asking parents to provide a "chew" necklace.
- If these efforts fail to change the biting behavior, a temporary suspension may be necessary. It is possible that the plan of action may include removal of your child from class for a period of time lasting from one (1) day to two (2) weeks.
- If your child is removed for a period of more than one (1) month your child's space will not be guaranteed.
- Staff also pay close attention to *who* is being bitten. If one child get bit frequently (the amount is determined on a case by case basis) we will request a conference with that family as well. Teacher will work to empower the child who is getting bit by giving him/her words to use (if needed) and support him/her in standing up for themselves or seeking help when necessary.
- ◆ **Please Note:** There are no hard and fast rules about biting. Each child and situation is unique and will be treated as such.

*In-Care Accident & Injury Policies*

Safety is a major concern in childcare and so daily safety inspections are completed inside and outside the center to prevent injuries. In the event of a serious accident, injury, or medical emergency, 911 will be called immediately. A trained staff member will attend to the injured child until rescue personnel arrive. Immediately following 911 notifications, a parent/guardian will be contacted. A staff member will remain with your child until parents arrive and will accompany your child to the emergency center if needed.

### Minor Injury

First aid is administered by a trained caregiver in the event your child sustains a minor injury (e.g. scraped knee). Soap and water will be used to clean wounds or scratches and bandages will be applied for your child's protection. Ice packs will be applied to bumps and/or bruises if necessary. You will receive incident report notification outlining the incident and course of action taken via KidReports or email.

Each staff member has been certified in Infant, Child & Adult CPR, First Aid, Blood Borne Pathogens and the use of child and adult Automated External Defibrillator (AED). They have also received clearances from the State of Michigan and Department of Human Services.

## SECTION 3: HEALTH, SAFETY, & EMERGENCY PROCEDURES

### Health Care Policies

*(For a more detailed understanding of health care policies please refer to AECC Health Care plan)*

### Immunizations

All children must be immunized or have a plan of action from a physician of their immunization completion date.

### Hand Washing

Children's hand washing is done before and after meals, snacks and following all bathroom breaks. Adult caregivers wash their hands prior to and following meeting the needs of each child. Disposable gloves are utilized by the staff during diaper changes, applications of topical creams, etc. to prevent cross contamination.

### Cleaning & Sanitizing

Toys and equipment are washed and sanitized using the three step process, floors are scrubbed and carpets vacuumed, tables and countertops are cleaned and sanitized using the three step process, and rest rooms are cleaned and sanitized on a daily basis. Changing tables are sanitized following each use using the three-step process. Throughout the day, these sanitation and sterilization procedures are followed as the need arises. Avoiding the spread of germs, bacteria, illness and infection is a high priority for everyone at the center. Universal precautions are used daily.

### Illnesses

**Ascension Early Child Care does not provide sick childcare.** Children may become sick during the day or show signs or symptoms of illness prior to arrival. If you keep your child home, please notify the Center by 11 am.

If your child becomes ill while at the center and we think it's better for him or her to be home rather than in contact with other children, we'll call and ask you to pick your child up no more than one hour later. If your child experiences an illness that requires medical attention, please provide a medical release before returning to care. We ask that your child remain out of care until they are free of symptoms for twenty-four (24) hours without fever reducer.

### Medication Administration

For the administration of any medications, the Child Care Center follows protocols set by the state of Michigan in the Licensing Rules book.

- ◆ A signed Medication Authorization Form (available from the Center) must be on file for each medication administered to your child.
- ◆ Signed Medication Forms are required for sunscreen, diaper creams, all topical ointments, over-the-counter teething medication and Tylenol. All non-prescription medications require an annual parental authorization form. Applications are not recorded for topical creams and ointments.
- ◆ All signed forms are to include the child's name, name of medication, dosage required and time of administration/application.
- ◆ All medications must be in their original containers and clearly marked with your child's name and complete directions.
- ◆ All medications are to be given directly to a staff member. **NO MEDICATIONS ARE TO BE LEFT IN BACKPACKS, BASKETS, COATS OR DIAPER BAGS UNDER ANY CIRCUMSTANCES.**

- ◆ Medications are only administered by an adult caregiver and witnessed and recorded by a second caregiver. There are always two caregivers present when medications are administered. Both caregivers will initial the Medication Form.
- ◆ If your child is unable to participate in outside activities, they must be kept home until they are well enough to go outside. Children go outside daily unless severe weather prevents us from doing so.

### Non-prescription Topical Ointment

The Enrollment & Acknowledgement Agreement includes a section for the authorization of the administration of non-prescription topical ointments such as diaper cream or sunscreen. The Center will not administer these items unless authorized by the parent on the Agreement.

### Allergy Awareness Policy

#### Purpose

The purpose for creating an allergy policy is to have a clear plan for handling all allergies with the overall goal in mind. The overall goal of the allergy policy is to help the family and Child Care Center work together to assist the child with becoming independent in living with an allergy without stigmatizing the child.

#### Procedures

##### Parents

- Parents would need to indicate his/her child's allergy on the child's Health Appraisal form and on the "Notice of Allergy" form. The "Notice of Allergy" form may be obtained from either Child Care office. Both the Health Appraisal and the Notice of Allergy form should be signed by the child's doctor.
- Parents need to fill out a Medication Permission form and have it filed with the office. NO prescription medication can be given unless the label appears on the medication and is prescribed by a physician. EpiPens must be provided to Ascension of Christ to be kept in the classroom. Other emergency medication would be provided in the same manner.
- Parents need to keep their child's teacher and the director informed of any changes or concerns regarding the child's allergy.
- Parents who have a child in class, where a child with a life threatening allergy is present, would need to send in snacks that do not contain the

allergic ingredients. Parents need to refrain from bringing in things containing the allergic material (e.g. dogs, cats, hamster, etc.).

- Parents need to work closely with the staff to achieve the overall goal of helping the child become independent in identifying allergic situations that he/she need to avoid.
- The parents of a child with a food allergy must provide alternative snacks to school.

#### Staff

- All staff members are made aware of all allergies and the symptoms that exist in the classrooms.
- All staff members are instructed on how to implement any medical interventions that may be necessary for the child (EpiPen).
- All staff members are careful to properly clean all counters, tables and areas where food that can cause allergic reactions are present (e.g. milk, eggs, peanuts, tree nuts, nut oils, fish, etc.). This cleaning should take place before class, before snack and lunch, after snack and lunch and at the end of the day at a minimum as it does normally even if no allergies are present in the classroom.
- The child's teacher is responsible to check the lunch or snack that each child brings in on a daily basis.
- All staff members are responsible to assist the children in the class in learning about allergies that exist in the classroom.
- All staff members will assist in helping a student with an allergy to understand why they are not permitted to eat that food, pet that animal, smell that plant, etc.
- All staff members will need to work closely with the parents in achieving the overall goal of helping the child become independent in identifying allergic situations that they need to avoid.

#### Classroom

- For airborne allergies (Dr.'s note required), every possible measure will be taken to rid the breathable air of any allergic material to the best of the Center's ability.
- For sting or bite allergies (Dr.'s note required), every possible measure will be taken to keep the child away from any situation that may cause a reaction.
- For food allergies (Dr.'s note required), the food product will be kept out of the classroom while the child is in attendance, only if the allergy is life-threatening (e.g. milk may still be served in a classroom where children are allergic to milk as long as none have a life-threatening allergy). Life-threatening allergies will warrant the total removal of that

food from the classroom while a child with that allergy is enrolled in that classroom.

- A list of foods that may cause allergic reactions to children within the center will be made available to parents to minimize exposure.
- Classroom space will be cleaned thoroughly before and after all snacks and lunches in order to clear any allergic food products from the tables, counters, etc. Food areas will be cleaned with the appropriate mix of bleach and water (1 Tbsp. bleach to 1-gallon water) that they are normally cleaned with each day (note #3 of Procedures: Staff). Special care will be given whenever any food allergy product is served, whether the allergic child is in the classroom at the time or not.
- Students who have life-threatening allergies should sit in a designated area each day with a variety of other students. This helps ensure the eating area can be given special attention prior to each snack and lunch.
- All medications for allergic reactions should accompany the teacher on the playground.

#### Students

- Students should be informed of any allergies that exist in the class so that they can help in maintaining a safe environment for any child with allergies.
- Students should be taught to love, respect and enjoy each child in the class regardless of a child's allergy status.
- Students will not trade food or utensils during any eating time.

#### Communication

- Parents and staff are notified of any allergies through classroom communications.
- The Allergy Awareness Policy is included in the Parent Handbook provided for each family in the program.
- The Director is responsible for reviewing the Allergy Awareness Policy and the procedures regarding the policy with the staff during meetings and/or in-service/clock-training.
- Parents and staff members must communicate openly about any concerns with the classroom environment and their child's safety and well-being.

#### Emergency

In the event that a child has any type of allergic reaction, the following actions should be taken:

- The child's teacher/caregiver should stay with the child. Another adult should notify the parents immediately, and then notify the Director/Church Office.
- Medication may be given to a child only if a doctor has prescribed it and parents have filled out the "Medication Permission" form. WITHOUT A COMPLETED FORM, NO MEDICATION WILL BE GIVEN TO ANY CHILD UNLESS EMERGENCY PROFESSIONALS DEEM IT NECESSARY.
- 911 will be called if the child has a life-threatening allergic reaction, if the child's condition is progressively worsening or if the situation warrants emergency medical technicians.
- Staff members are CPR and First Aid certified.

### Rationale

The rationale for creating such a policy is to safely and effectively achieve the overall goal. It is imperative that each child learns to avoid those things which they are allergic to whether it is foods, animals, insects, plants, etc.

The rationale behind not having a total ban on food products that children are allergic to is that:

1. It creates a false sense of security for parents, staff and students. (Food Allergy Network, 1999)
2. A ban on food products can pit parents against parents. (FAN, 1999)
3. Children want to be treated as normal by their peers. (FAN, 1999)
4. A ban on food products does not teach the child to live with the allergy, which is most important. (FAN, 1999)
5. It is not consistent with the overall goal of this Allergy Policy (see Overall Goal)
6. A ban on food products does not teach the child to live with the allergy, which is most important. (FAN, 1999)
7. It is not consistent with the overall goal of this Allergy Policy (see Overall Goal)

### Pest Management Plan

The following is our policy/procedure for controlling pests (ants, bees, wasps, spiders and/or mice). We will use products that are listed as having the lowest effective toxicity level possible. We will inform you by email (or a note if you do not accept email) and with a written notice in the center at least 48 hours in advance of any treatment. If your child is absent, we will inform you by phone. We will tell you what products, the active ingredients, how the product will be applied and to what location within the center. Whenever possible the treatment

will be applied on a Friday evening after 6 pm. Please contact the national pesticide hotline at 1-800-858-7378 or go to the [www.npic.orst.edu](http://www.npic.orst.edu) for more information on specific pesticides.

### Severe Weather Policy

Both the travel safety and the physical safety of our families and staff are of the utmost importance. Additionally, licensing requires proper staffing in order to open the Center each day. “Ascension Early Child Care” is the specific designation to look for on the local television stations. If possible, an all center wide text or email will be sent in a timely manner. Extreme cold temperatures will be addressed on a case by case basis. “Snow Days” will be not be subject to tuition deductions as they are unplanned school closures beyond the Center’s control.

### Emergency Evacuation Policy & Procedures

All staff members are familiar with our Emergency Evacuation Procedures which are practiced as a group on a regular basis.

- Fire Drills: Four fire drills per year – Quarterly
- Tornado Drills: Two tornado drills per year –  
April & October
- Lock Down Drills: Two times per year – Spring & Fall

### Security Policy

#### Access Swipe Cards

In order to ensure a safe and secure environment for our students and staff, child care doors will be locked at all times. Access Swipe Cards will provide authorized users’ access through the designated entrance to the Child Care Center. Swipe cards are assigned to each parent and are for use by the parents only. All other visitors, including those visitors pre-authorized to pick up children, must ring the doorbell for entry. The Enrollment & Acknowledgement Agreement includes a section for acknowledgement of access swipe card policies and procedures..

There is a \$20 replacement fee for Access Swipe Cards.

All parents must check their children in and out every day using the Pro Care program on the check in laptop.

Ascension Family Handbook  
*Revised: January 2019*

Visitors must check in with the Main Office before entering a classroom.

### Security Cameras

To foster a safe and secure environment for all children, staff, parents, and visitors, as well as for the security of our facility, Ascension Early Child Care Center is equipped with 24-hour video surveillance system. Security cameras are installed in all classrooms, child care hallways, outdoor play area, entrances, and parking lots. Ascension may conduct video surveillance of any portion of its premises at any time, the only exception being private areas of restrooms, in order to help promote the safety and security of people and property.

We respect the privacy of all children, parents, and staff in our daycare center, our 24-hour video surveillance system/security cameras are for internal purposes only. ONLY the Directors are allowed to view our security cameras/video footage at the Center's office or live video footage may be viewed remotely by the Directors.

Video surveillance/recording consent is included in the Enrollment & Acknowledgement Agreement Form and must be signed for attendance at our



**Ascension Early Child  
Care Center**  
*Rooted In Faith*



## Parent Acknowledgement

I have read and fully understand the guidelines and procedures set forth in the Ascension Early Child Care Center parent handbook. I have a copy of this handbook for future references.

Parent or Guardian Full Name \_\_\_\_\_  
Please Print

Child's Name \_\_\_\_\_  
Please Print

Parent Signature \_\_\_\_\_  
Date

Center Director \_\_\_\_\_  
Date