

Parent Handbook*



OLIVE BRANCH DAY CARE

Genesis the Church

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*The content of this handbook is part of the larger Policy Manual of Olive Branch Day Care. Families are guided specifically by the Program Section and the Parents and Families Section.

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7. Program

The Day Care is licensed by the State of Michigan Department of Human Services and must follow its guidelines. The Day Care will do those things necessary to maintain this license being consistent with the policies and procedures of Genesis the Church.

7.1 Room and Staffing Requirements:

The State of Michigan limits the number of children that may be under the supervision of care givers. To enhance the quality of our program, the Olive Branch Day Care will strive to maintain teacher to child ratio maximums lower than the state levels as follows:

Room	Age	Maximum children per room
Infant Room A	8 Weeks to 15-18 months	8
Infant Room B	8 Weeks to 15-18 months	8
Toddlers	15-18 Months to 30 months	12
Preschool	30 months to 42 months	16
Pre-Kindergarten	42 months to 5 years	24

Class	State Ratio	Olive Branch Preferred Ratio
Infant	1:4	1:3
Toddler	1:4	1:4
Preschool	1:10 (3-4) 1:8 (2.5-3)	1:8 all
Pre-Kindergarten	1:10 (3.5-4) 1:12 (4+)	1:10 all

The Day Care is licensed up to the age of 8 years. The Day Care is licensed for 66 children per day.

Staff Screening: Staff screening is done through the Department of Human Services for history of abuse or neglect and through the State Police for criminal records, in accordance to licensing.

Staff Training: All lead teachers are certified with either a bachelors, associates or CDA credential. All staff is given CPR and First Aid Training every year. Other training opportunities are offered on things such as nutrition, discipline, etc. Training is also available to staff at conferences and workshops outside the Day Care. All staff is required to have 24 hours of training annually.

7.2 Overall Curriculum:

The Olive Branch Day Care (OBDC) offers a Christian oriented childcare program for children ages two (2) months through Pre-Kindergarten. We are committed to providing quality care for children, in a very home-like environment. We strive to develop the total child: emotionally, intellectually, physically, socially, and spiritually at their individual level.

Our program is designed to include a balance of activities like Bible stories and songs, prayer, indoor/outdoor activities, small and large group activities, music and art and other creative expression, children's choice and teacher-directed activities, academic content, social skills, etc.

Curriculum is the range of studies offered in the Day Care. The curriculum consists mainly of subjects studied in the classroom, plus organized playground activities, field trips, invited visitors, etc. A planned curriculum gives each subject and activity an appropriate place alongside the others.

7.2.1 Lesson Plans:

Lesson plans will reflect the curriculum, including Bible stories, activities, songs, toys, books, etc. The room setting will also reflect areas used for different skills. Lesson plans should be self-explanatory, to ensure easy understanding by the substitute caregiver.

7.2.2 Curriculum for the Day Care:

The curriculum shall be developmentally appropriate for the given age levels and shall include all areas specified by Department of Human Services. A Christian emphasis shall be placed on all learning activities.

7.2.3 Program Audit:

The Day Care Team will designate a person to audit the daycare programming and classrooms as an accountability factor. The person or persons may review the lesson plans, classrooms and interactions of teachers with each other and the children. The audits are to be done annually.

7.3 Cultural Competence Plan

7.3.1 Definition

"The word culture is used because it implies the integrated pattern of human behavior that includes thoughts, communications, actions, customs, beliefs, values and institutions of a racial, ethnic, religious or social group. The word competence is used because it implies having the capacity to function effectively."

7.3.2 Eight guiding concepts that provide the foundation are:

1. Children are nested in families.
2. Identify shared goals among families and staff.
3. Authentically incorporate cultural traditions and history in the classroom.
4. Acknowledge child development as a culturally-driven, ongoing process that should be supported across contexts in a child's life (e.g., school and home).
5. Individuals and institutions' practices are embedded in culture.
6. Ensure decisions and policies embrace home languages and dialects.

7. Ensure policies and practices embrace and respect families cultural values, attitudes, and beliefs toward learning.
8. Equalize balances of power, counter stereotyping and bias through intentional teaching.

7.3.3 Verses

The following verses from the Bible express Olive Branch Day Care's philosophy on how to provide a culturally competent early childhood program:

"For God so loved the world that He gave his one and only Son, that whoever believes in Him, shall not perish but have eternal life." John 3:16

"This is the message you heard from the beginning: We should love one another."
1 John 3:11

"...but have not love, I am nothing. If I give all that I possess to the poor and surrender my body to the flames, but have not love, I gain nothing. Love is patient, love is kind. It does not envy, it does not boast, it is not proud. It is not rude, it is not self-seeking, it is not easily angered, it keeps no record of wrongs. Love does not delight in evil but rejoices with the truth. It always protects, always hopes, always perseveres..." 1 Corinthians 13

7.3.4 Olive Branch Day Care provides this cultural competence by:

- Partnering with families to provide a culturally rich learning experience for children
- Recognizing that parents are their child's first and most important teacher
- Having loving, skilled and effective teachers and caregivers
- Respecting the home culture of all families
- Promoting and encouraging the active involvement and support of all families, including extended and nontraditional family units
- Incorporating aspects of children's cultural and linguistic backgrounds in the program's curriculum

7.3.5 This physically visible in our program through:

- Books, posters, and educational materials that reflect multi-generations, ethnicities, and cultures
- Parent Survey completed annually for feedback and to modify practices/environment as appropriate
- Multiple Annual events for all families and extended family to encourage two-way communication with families
- Professional Development of staff to include cultural competency training and reflection time for staff of intentional cultural competent teaching
- Encouragement of parents to be involved in their child's education through field trips, parent-teacher conferences, job /hobby sharing. . .
- Daily verbal/written communications with families about their child
- Photos of children
- Newsletter provided to parents by the director with information from child's teacher about topics the children are investigating

- Parent(s) on the “Olive Branch Day Care” Team to ensure families have input in the program and are part of the decision-making of program policies and practices

7.4 Discipline

According to the State of Michigan guidelines, we will use positive methods of discipline that encourage self-control, self-direction, self-esteem and cooperation. Only in cases where a child poses a threat to himself, a care person, or another child, will physical restraint be used. In the event that this does occur, the parent of the individual will be contacted immediately. The employee, charged with the care of the child, will do a written report of the incident and give the report to the Director prior to leaving the premise for the day.

In accordance with state guidelines, we use positive methods of discipline, which encourages self-control, self-direction, self-esteem, and cooperation.

We **DO NOT** use corporal punishment. We will talk to the child and redirect. For children in Pre-School and Pre-Kindergarten after talking and redirecting, if needed we use the “time out” or the “thinking chair”. Discussion by and with the teacher who put the child in “time out” or “thinking chair”.

If a child poses a consistent concern regarding a behavior which threatens physical and/or emotional harm to the other children and/or staff, we will do the following:

- Conference with parent(s).
- Examine examples of behavior.
- Seek parental insight.
- Parent may need to seek professional guidance with written feedback for the Day Care Staff, with guidelines/suggestions on how to handle the situation.

If, after the above guidelines have been tried, there is still unacceptable behavior the enrollment agreement will be null and void, and you must remove your child from the program. The above procedures are necessary for the health and safety of all the children and staff.

7.5 Accident Policy (Staff/Children):

1. Observe the staff’s/child’s physical appearance and follow first aid procedures for appropriate care.
2. The Director, or the staff person left in charge when the Director is not on the premises, will be responsible for the emergency care.
3. Accident reporting procedure:
 - a. On the day the accident occurred, write up “Ouch Report” provided by Olive Branch Day Care. A completed copy is sent home with child/children involved and copy is kept on file in the Director’s office for one year.
 - b. If the accident involved another child/children, a note is written to the parents of the child/children involved and a copy of this note(s) is attached to the accident report given to the Director.

- c. When the parent(s) arrive to pick up the child, the care giver should inform them of the accident and how it happened in general terms. Do not use the names of children involved.
4. For more serious injury, comply with insurance policy, as provided by Genesis the Church with regard to completing Incident Reports and other pertinent matters.

7.6 Field trips:

Field trips may be taken periodically. We will provide notification to each parent prior to each field trip. Permission slips will be sent home indicating where, when, and how. Parents will need to sign and return these forms or the child will not be allowed to participate. If transporting children in vehicles, parents need to leave car seats (labeled with child's name) for their children. The Day Care will comply with all State of Michigan car seat safety laws. No child will be permitted to go on a field trip if the Day Care does not receive a permission slip signed by a parent or legal guardian.

We take walks with the Infant, Toddler and Pre-School children, using a walking rope, walking bracelets, or strollers. Pre-Kindergarten uses the buddy system.

7.7 Day Care Closings:

The Day Care observes several holidays throughout the year by closing and reserves the right to close, with notice, for reasons that may prevent the safety of the children and staff. The Day Care is closed on Saturdays and Sundays.

7.7.1 Holidays

The Day Care is not open on the following special days. Please note those marked with an asterisk (*) are paid by the parents if their child(ren) are normally scheduled on the holiday or the day it is observed.

- Good Friday
- Memorial Day *
- Independence Day (July 4th) * (In the event Independence Day falls on a weekend, we will be closed either Friday or Monday and Employees will be paid for that day. If on Tuesday or Thursday, Day Care will also be closed on Monday and Tuesday or Thursday and Friday)
- Labor Day *
- Thanksgiving Day *
- Day after Thanksgiving
- Christmas Eve through January 1

7.7.2 Severe Weather Closing Policy

In the event of severe weather, the Day Care director will monitor the weather via news broadcasts and personal observation during times of heavy snow/ice/dangerous weather. He/She will be looking at how the weather affects the safety of our families and staff traveling to and from the day care. Amount of snowfall or ice, wind, visibility, safety of driving conditions, etc. will be taken into consideration.

If it is felt that a closing is necessary, a decision will be made and families will be alerted no later than 6:30 a.m. Local TV stations will be contacted, and we will make our best

effort to send a broadcast email about closings. Any subsequent days will be notified in the same manner, otherwise parents should assume the center is open.

If the day care is closed due to weather, this will be credited as an unpaid day to all families and staff regularly scheduled for that day.

7.8 Rest Time:

Licensing rules state that a center shall provide each child in attendance for 5 or more continuous hours a day with an opportunity to rest.

The Center provides crib sheets in the Infant Rooms. Parents must provide blankets and pillows (if needed) for rest time for Toddler, Preschool, and Pre Kindergarten. **LABEL EVERYTHING** with your child's name. Blankets are to be taken home for washing at the end of each week.

If one of the Center's blankets is loaned to your child, **YOU** are responsible for laundering and returning it by the following Monday.

7.9 Health Forms:

A health/physical examination is required for each child. The health form (furnished by the center) and immunization record must be completed by the child's Doctor and returned 30 days after admittance. A new physical is required every year for Infants and Young Toddlers (up to 29 months) and every 2 years for Older Toddlers (30 months and older), Preschool and Pre-Kindergarten. All children must have the required immunizations or waiver obtained from a physician for medical reasons and from the Health Department for personal reasons, or services may be terminated. Additional shots and/or boosters must be reported in writing by the parents to the Day Care.

It is important that you inform us in writing, and in advance of enrollment of any unusual health problems your child may have.

7.10 Emergency Card:

An emergency card must be filled out before the child can be admitted to the Day Care. The parent(s) are required to keep all information up to date; job, doctor, emergency person, etc. If a person's name is not on the information card, the child **WILL NOT** be released to that person.

7.11 Illness:

The Day Care must be notified if it is known or suspected that a child or staff member has been exposed to or contracted any communicable diseases. The Day Care will notify parents through written letter of any exposure to communicable diseases confirmed within the center.

Children and staff should stay home and parents may be called to pick up their child if:

- His/her temperature reaches 100ø F or higher.
- He/she has three (3) episodes of diarrhea.
- He/she has vomited.
- He/she has a rash with fever
- He/she has an unidentified rash
- He/she has a sore throat with fever and swollen glands

- He/she has a cough that is bad enough to make the child red or blue in the face or a cough that is followed by whooping sounds and/or wheezing
- He/she has mucus or pus draining from the eye (may indicate pink eye)
- He/she has yellow skin or eyes
- The child is continuously crying or has extreme irritability
- The child too sick to take part in all the Day Care activities or needs more care than the staff can provide within normal programming

If called, a parent or emergency person **MUST** pick up the child within one (1) hour of notification. If child is not picked up within the hour, regular late fees apply (see section 8.3). Children must stay home until they are symptom free, without the aid of medication, for 24 hours. If on antibiotics, they must have consistently taken them for 24 hours before returning.

If a child is to be given medication while at the Day Care:

- A medical form must be filled out before any medication will be dispensed.
- Medication must be in its original container with the manufacturer's or doctor's instructions and the child's first and last name on it.

Other Health Concerns: Be sure we know ANY allergies and the symptoms that describe it. If your child has allergies that keep him/her indoors, we request a physician's statement to validate the child's health condition. We will do our best within our program to care for and accommodate the safety of children with known allergens; plans for this care will be made on a case-by-case basis.

7.12 Environmental Health

Pest Management Plan: We hope the need does not arise to use the "Pest Management Plan", but a plan has been established just in case:

You will be notified by posting at Olive Branch and note home for advance notice about pesticide, including the target pest or purpose, approximate location, date, contact information at the center and a toll-free number for a national pesticide information center recognized by the Michigan Department of Agriculture.

8. Parents and Families

8.1 Attendance

We operate on an attendance year based from September 1st through August 31st, with the following requirements:

- Attend a minimum of two (2) days per week.
- Vacation – Two (2) times the schedule days (see section 8.4)
- Two weeks **written** notice is required to withdraw your child from the program (See Withdrawal From Program, in section 8.5).

8.2 Emergency Procedure

In cases of emergency requiring immediate treatment, the procedure is as follows:

- Contact parent(s) immediately.
- Contact emergency care person as indicated on the information card in parent's absence.
- In the event of life threatening emergency 911 will be called.
- The director or person in charge may take the child, via ambulance, to closest emergency center if the above persons cannot be reached and emergency treatment is needed.

8.3 Payment and Fees

Payment is made by cash or check, payable to Olive Branch Day Care, in advance and can be made weekly, bi-weekly, or monthly. Payment is due the morning of the first day your child is scheduled to attend each week.

If you owe for two weeks or more, your child and/or children may be refused care until your account is current.

Other charges, credits and discounts:

- \$150.00 Commitment Deposit is due at the time original enrollment is signed. Refundable only at the end of enrollment, provided two weeks written notice of withdrawal is given and account is in good standing.
- \$25.00 per Family (*First Time Registration*)
- \$15.00 per Family (*Annual Renewal*)
- Sibling Discount: 10 % discount to the eldest child's rate, for overlapping days, when multiple children are enrolled.
- Employee Discount: 10% discount on rates for children of employees
- Flex Hour: For half-day schedules, a fifth hour can be prearranged with the Director (See Rate chart for current year).
- Late Charges: \$1.00 for every minute and every child and a minimum of \$15.00 for arrivals past the *scheduled pick-up time*.

- Returned Checks: You will be charged our bank's current rate for all returned checks.
- Holidays: See *Day Care Closings in section 7.8*.
- Illness: Sick days are still charged to families because of staffing scheduled in advance for classes.

8.4 Vacation Days

Child must attend year-round to be eligible for vacation days. The schedule is effective for children enrolled for twelve (12) months, from September 1 through August 31. Late enrollees (*children enrolling in the program after the beginning of the term*) will have adjustments made accordingly. Vacation days will be reduced if schedule is reduced.

There will be a credit applied to your account for vacation days up to the number granted in the list below, as long as **written notice on the request form provided by the Day Care or via email** is received two (2) **full** weeks prior to the first day of vacation.

Vacation day allowances are as follow:

<u>Child's Attendance Schedule</u>	<u>Number of Vacation Days Allowed</u>
5 days per week	10 days
4 days per week	8 days
3 days per week	6 days
2 days per week	4 days

Vacation days **cannot** be carried over from one enrollment period to the next.

8.5 Withdrawal from Program

Two (2) weeks, **WRITTEN NOTICE** must be given for withdrawal from the program; otherwise, payment will be required for those two weeks and commitment deposit will not be refunded.

Parents removing their children for a leave of absences are not guaranteed continued enrollment. If we have an applicant wishing a vacant spot, the family of the student who is not currently in attendance will be given "***right of first refusal***". If the family chooses to hold the position, **FULL TUITION** must be paid from that time on.

8.6 Arrival and Pick-Up

NO CHILD WILL BE ACCEPTED BEFORE 7:15 A.M. AND MUST BE PICKED UP PRIOR TO 6 P.M. (or your scheduled time for half-day children) or late charges will apply (see Payment and Fees section 8.3).

Because security is very important to our Day Care, your child's in and out times will be recorded. Allow yourself sufficient time to take care of your child's needs (i.e.: Your child putting away play items, talking to the teacher, collecting art projects, etc.) and still leave the building by your scheduled departure time. Our staffing of the Center **DEPENDS** on this.

No child will be released to the custody of anyone other than the parent or guardian without WRITTEN authorization from the parents. New or unknown adults picking up children should have their photo ID checked against the child's emergency card for authorization.

If you will not be available at your regular telephone number, you must notify the Director/Teacher where you can be reached.

You may not bring your child at an unscheduled time, unless prior permission has been obtained from the Director. It is then recorded on the daily schedule.

8.7 Clothing

Parents are responsible for sending their child to Day Care in clothing that is comfortable for play and suitable for outdoor activity. Clothing should include hat, gloves/mittens, boots, snow pants, etc. for outdoor activity in cold weather. A swimsuit (Pre-School and Pre-Kindergarten) and towel should be sent every day in the summer. Your child **will not** be allowed to go in the sprinkler without a swimsuit.

Tennis shoes are preferable. Sandals that buckle and cover the toes are acceptable. Sandals made of stretch material and flip-flops are **NOT** allowed. You may be asked to take your child home if proper footwear is not worn.

Anything sent in should be marked with the Child's name. This includes coat, hat, scarf, boots, bag, blanket, swimsuit & towel, baby bottles, etc.

Please send a complete change of clothes. If you forget to send in clothes, your child may use some of the Center's. You will be responsible for laundering and returning the items the following day.

8.8 Toilet Training and Diapers

Toilet training will be prompted by the parent. It is required for transition or enrollment in the Pre-Kindergarten class only.

Once prompted by the parent, staff will encourage, but never force, toilet use in the classroom. Children should wear loose fitting clothing, which is easy to remove during toilet training.

Diapers or pull-ups must be worn by children who are toilet training until consistent use of the toilet for both urination and bowel movements is successful. Advice from staff is available upon request by the parents.

Good self-image is very important to children during this time. We strive to make this experience a positive and successful one for children and families.

The parent will provide **disposable** diapers. It is your responsibility to check your child's supply and keep it well in stock. There will be a charge of \$1.00 per diaper if the Center has to supply diapers. This charge will be added to your account.

8.9 Toys

Toys associated with violence (i.e.: guns, super heroes, soldiers, etc.) are **NOT** allowed. Toys brought in for "Show and Tell" are your child's responsibility. When you pick your child up, if their "Show and Tell" item is missing, you are more than welcome to look for the missing item. The teacher's responsibility is to supervise the children, **NOT** to look for missing toys. Also, keep in mind that any toys that are brought in to the Day Care are to be shared with all children. If your child will have a problem with this, they are more than welcome to keep their toy at home or in their cubby/back pack until "Show and Tell", then return it to their cubby/back pack.

8.10 Food

Breakfast for Toddlers, Pre-School, and Pre-Kindergarten children must be eaten before arriving at the Center. Parents are responsible for providing lunches for their child. Please send familiar foods, ready to be eaten. Uneaten portions may be offered to your child multiple times during lunch, leftover drinks and other items served to children will be discarded per licensing requirements.

All infant formula and/or milk must be provided in single serving **plastic containers**, and labeled by the parent with first and last name of the child. Unserved food, milk or formula must be sent home each day and servings not drunk after one hour of the child beginning must be discarded per licensing requirements. Heating is available for infant food and formula **ONLY**. A written schedule for your infant is required. This should be reviewed monthly. It is your responsibility to update your child's schedule as changes occur.

Four ounces of water and nutritional snacks are provided by the Center in the morning and afternoon. The child will receive four ounces of milk at lunchtime from the center. If parents wish to send milk, drink boxes or other beverages in sippy cups or thermos bottles, this is permissible. With the exception of the infant room, parents who want their child to have a hot lunch must use a thermos. Be sure to heat thermos prior to filling with food to keep it at the appropriate temperature for lunch.

Please notify us of any food allergies. Notation must be made on information Card. Nutritious foods are eaten first. If child does not do this, sweets will be sent home.

8.11 Fundraisers

Being a non-profit organization, we will at various times throughout the year, have fundraisers. It is to your child's benefit that you participate in these fundraisers, as the proceeds will be used

to improve the environment in which your child spends his/her day. Participation is not mandatory.

8.12 Parent and family resources and Community Organizations

Olive Branch Day Care partners with community organizations to provide and connect families with appropriate comprehensive services, such as:

Great Start Collaborative-Oakland	248-209-2098
Great Start Parent Playgroups	248-649-6884
Early On	248-209-2520
Parent Education Workshops	248-333-9545
Great Parents Resources	248-209-2519
Effective Parenting Program	248-544-4004
Beaumont Children's Hospital	800-633-7377
Common Ground	248-456-8150
Oakland County Health Division	800-848-5533