



*20111 Greenfield Road
Detroit, Michigan 48235
(Telephone) 313-653-2300 - (Fax) 313-653-3100
State of Michigan ID # - DC820347538
CLCC Provider ID Number*

PARENT HANDBOOK

CEO: Shanette Burton



Revised July 2020

WELCOME

Creative Learning Children's College is so pleased that you have chosen us to care for your most precious gift, your child(ren). This Parent Handbook is a Policy and Procedure manual containing pertinent information about our program. It is our hope that this manual will answer any questions you may have. We look forward to building a strong educational foundation for your child(ren)!

Licensed by the State of Michigan

Creative Learning Childrens College known as (CLCC) policies and procedures are in compliance with licensing standards of the State of Michigan. All licensed centers are required to maintain a licensing notebook which contains information about licensing inspection reports, special investigations, and corrective actions. This licensing notebook is lime green and available at the front of the center in the vestibule for review during regular business hours. Parents must also sign a statement that they are aware of the availability of the licensing notebook (included on the policy form). For more information about Michigan Licensing, visit the website at www.michigan.gov/lara

These materials were partially developed under a grant awarded by the Michigan Department of Education.

MISSION

*The "**Mission**" of Creative Learning Children's College is to provide a forum for the planning and development of childcare services that meet the diverse needs of the Wayne County Metropolitan Community. CLCC strives to prepare your child for elementary school and beyond through hands- on learning experiences. It's "Your Child's First Steps into Destiny"! We place special attention on providing high-quality child care, educational experiences, creativity, and customer service.*

Philosophy

*Our "**Philosophy**" emphasizes discovery learning through hands-on activity while incorporating some elements of creativity and entertainment. Our goal is to align ourselves with all the families we service. Because of our belief in meeting families where they are, we have aligned ourselves with high quality programs that provide additional support to children who may be at risk of educational failure. By working in collaboration with our parents, we are then able to help our children develop necessary skills to become critical thinkers, problems solvers and learn to solve conflicts in a positive way that promotes self-esteem. Every parent will appreciate the value of spontaneous learning and play to the social, physical, mental, and emotional development of their children. Our activities will provide experiences that will allow each child to make choices that will encourage his/her self-esteem and discipline in caring for his/her fellow classmates*

Admission/Enrollment Requirements

CLCC serves children between the ages of 6 weeks to 5 years, and has before and after school care for children between the ages of 5-12. Enrollment is on a first-come, first-served basis, but children are admitted any time during the year, provided the total enrollment has not been met. CLCC may give precedence to siblings and family members of children who are already enrolled so as to maintain

consistency for families. We will not admit or maintain any child whose needs we obviously cannot meet, or whose behavior would be dangerous for the children or staff in the center. The following items will be necessary prior to admission:

- Registration fee \$50.00/ and 1st week Tuition (Non-Refundable)
- Up-to-date immunization records
- Last page in Parent Handbook signed
- Emergency information/contact card
- Health appraisal signed by a physician
- CACFP Food Assistance Form
- Photo Release Form
- Travel Release Form
- Medication Distribution Form
- Child Abuse Form
- Parent Agreement/Consent Form
- Review of Parent Handbook with office personnel
- Sign Statement of Information about State of Michigan Licensing Notebook and Parent Handbook

The registration fee is discounted by \$25 for each additional child being enrolled. The registration fee is nonrefundable and does not guarantee a slot for your child, it only places a child on the waiting list. The first week's tuition is nonrefundable because it guarantees a slot for your child and if you choose to not continue with enrollment, CLCC may have already turned away another family for that slot.

All immunizations must be up to date before a child can begin attending CLCC. If at any time during enrollment immunizations need to be updated, it is the responsibility of the parent to ensure CLCC receives proof of the updated immunizations received.

Hours of Operation/Holidays/Weather

We will provide care for your child/children Monday through Friday between the hours of 5:00 am and 7:00 pm (**PROMPTLY**), except for legal holidays. The GSRP program operates Monday thru Thursday 8:00am to 3:45pm.

CLCC reserves the right to adjust center hours as needed to ensure the safety of staff and children. We are closed for the following holidays: New Year's Eve, New

Years, Day, Martin Luther King Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, and Friday after Thanksgiving, Christmas Eve and Christmas Day. If a holiday falls on a Saturday we will be closed on Friday; if a holiday falls on Sunday we will be closed the Monday following the holiday. Parents will receive a calendar outlining closing dates so that proper arrangements may be made. CLCC will NOT ordinarily be closed for bad weather, however in severe weather conditions, please call before coming to the center to ensure that staff have arrived. In the event of closures, CLCC will notify parents via Class Dojo, Brightwheel, or COR. Please ensure you have received invitations for all three communication platforms. If CLCC is closed part of or all of a day for bad weather regular tuition is due per the amount of days stated in the Parent Contract. Please review the Parent Contract if needed. Please notify CLCC by 9:00 am if your child(ren) will be absent, late or if there will be a change in routine (such as someone other than the designated persons picking up your children). CLCC reserves the right to alter hours of operation within the guidelines of its child care license.

Great Start Readiness Program Selection/Placement/Enrollment

Families that are determined to have the greatest need (as determined by the Program Eligibility Guidelines) will receive priority placement into the program. If a child is Head Start eligible, they will be referred to Head Start first, and only enrolled in GSRP if released by Head Start.

Tuition

Payments are due in advance by 6:00 p.m. Friday, the week before service is to be rendered. This is to secure your child/children space in the event that he/she is in attendance or not. If tuition is not paid by the above time, a late fee of \$25.00 will be assessed. All money orders or debit/credit card payment should be made out to CCLC. Payments may be made weekly, biweekly or monthly as long as it is in advance of the week service is to be rendered. Please keep in mind that tuition is charged whether your child is absent due to illness, holidays or any other situation that may arise. After your child has been enrolled at CLCC for 1 full year, you may be granted 1 week tuition free for family vacations. This credit can be used at any time of the year.

Tuition Fees:

Please see the Parent Contract as it will have the most up to date tuition amounts.

Transportation is also available; prices will vary depending on your needs.

****Discounts are given for more than one child in a family****

If payments are made through FIA, you will be held responsible for the balance that is not covered by the State of Michigan for your child/children's individual care. Please stay within the hours allotted for care by the State of Michigan as you will be financially responsible for paying per hour over the approved amount. CLCC allows a one week grace period in order to receive an approval letter from DHS if redetermination has caused a lapse in payment. After such time you will be responsible for the payment until approval is secured. CLCC will not charge DHS and the family for the same time period services are rendered so be sure your child is not attending if you do not have approval as you will be financially responsible for services rendered.

- You will be permitted one week per year for vacation, where you will not be responsible for tuition as long as a 2 weeks' notice is given in writing.*
- If you are two weeks behind in tuition payments, your child will not be able to attend class. If you miss payments chronically, CLCC may choose in its sole discretion not to grant any grace period for payments*
- You will receive a Late Notice in your child's mailbox the first week that you are in arrears. You will receive a Second Late Notice after 2 weeks. If you receive a Second Notice, your child will not be able to attend class until tuition is paid in full. If you miss payments chronically your child may not be able to attend at the discretion of CLCC.*
- Tuition rates are subject to change and parents will receive notice of changes*
- If you receive DHS Subsidy through the State of Michigan and you are chronically using more hours than allotted by DHS but not paying the difference in hours, CLCC may in its sole discretion suspend rendering services until you have settled the account balance.*

Great Start Readiness Sliding Fee Scale

Upon enrollment into the Great Start Readiness Program families understand they are subject to a sliding fee scale. Families who are above 250% of the federal

poverty level are subject to a sliding fee scale that is a pre-calculated, per child fee. CLCC does not determine this fee.

Withdrawal Policy/Exclusion Policy

Creative Learning Childrens College reserves the right to terminate a child for the following reasons (but not limited to):

- Tuition Arrearages
- Routinely late picking up your child
- Failure to complete required forms or submit necessary documents
- Lack of parental cooperation
- Child's inability to adjust to the center after a reasonable amount of time
- Parents physical or verbal abuse of any person or property
- Our inability to meet the child's needs
- Lack of compliance with handbook regulations
- Serious illness of child

- Repeatedly bringing an ill child to the center

- Knowingly bringing a child to the center that has been diagnosed with or exposed to COVID-19 (or any communicable disease) and failure to notify CLCC of such exposure or diagnosis

- Parents failure to respond to CLCC's attempts to contact them regarding child's health or behavior

CLCC appreciates as much advance notice as possible when terminating services, and will give the same courtesy in return. Parents are required to give two weeks written notice when they decide to terminate child care. The two weeks will be paid in full, regardless of whether or not the child is in attendance.

We will give two weeks notice of termination for which full tuition is due, whether or not the child is in attendance. The provider reserves the right to give written

notice of immediate termination where there are extreme circumstances that affect the well-being of the provider or other children in attendance.

Anyone who terminates Childcare and has a balance that is outstanding will need to have the account settled within 30 days. All accounts not settled within 30 days will be turned over to a collections agency regardless of amount owed. All accounts turned over to collections will have a \$20 per week late fee plus 35% collections fee added to the amount due.

** In the event that a parent or CLCC come to an agreement to discontinue services being rendered, for your child/children as a courtesy the center requires that a two week written notice be provided, so you are able to find another childcare provider.**

Children enrolled in GSRP will not be discharged for needing additional medical or behavioral support, assistance with toileting, or staff apprehensions/attitudes.

Child Abuse and Child Neglect R.400.8125

CLCC is in compliance with 1994-PA 295, MCL 28.722 child protection law. Suspected child abuse or neglect will be reported to the proper authorities whether the suspected child abuse/child-neglect took place while a child was in the care of the child care facility, or whether the suspected child-abuse/child neglect took place elsewhere. Confidentiality of all information will be maintained. CLCC is trained yearly in recognizing and reporting child abuse and child neglect.

Reporting Abuse and Neglect (R400.5102)

ALL employees must report all actual or suspected child abuse of any child attending the Center as soon as possible to the Business Manager or Director. Michigan law requires caregivers to report suspected child abuse or child neglect to the Michigan Protective Services and Regulatory Services of law enforcement. Call 1-855-444-3911 to make confidential reports. Failure to report suspected Child Abuse or Child Neglect is a crime.

Confidentiality of Child/Children's Records

All children's paper records are kept in secure lock file cabinets in the offices of the Director, Financial Coordinator and Teaching Staff. Any Electronic

information is maintained on secure computers that require specific log-in access. Records include but are not limited to:

- Enrollment information, including emergency contacts
- Payment information
- Child Assessments, Education Plans, work samples
- Consent forms
- Health information, with the exception of Allergy information (when parental consent is given to post)

We ask that our parents maintain the confidentiality of other families by not sharing names or pictures of other students in the center as it could compromise the safety of some families. Should parents need to request documents from their child's file, all requests must be submitted in writing to clccdetroit@gmail.com to which CLCC will make every attempt to provide the requested documents within 7 business days.

Attendance: Arrival/Sign-In/Departure

Parents are responsible for ensuring their child(ren) are brought into the building and taken to their classroom. Please make sure that you sign your child/children in and out with your full signature or initials with time of arrival and departure. The Sign-In Log is located in the main lobby. This is "**MANDATED**" by the State of Michigan and is imperative for our records. This will ensure the safety of your child/children in case of an emergency or unforeseen evacuation.

Your child will be release to the designated person authorized by the parent on your Emergency Card. Parents please contact the center if you intend on picking up your child late, if the center has not been notified by 5:00pm, the CLCC must notify the proper authorities who has been mandated by the State of Michigan. Also, if there is a family situation in which a specific parent may not make contact with child/children, we need a copy of the Courts Restraining Order for our files. Please be advised if our staff feel a child/children life is endangered or Child Abuse is suspected we will contact the proper Authorities (Child Protective Services) immediately.

Per the schedule that we have agreed upon we appreciate prompt pick-ups and arrivals.

Due to COVID-19, parents will not be permitted into the center unless by appointment only. As of now children will be retrieved at the entry of the building

after their temperature has been taken and parents have answered screener questions thru Brightwheel. For dismissal, parents should call ahead by approximately 10 minutes. Your child's temperature will be taken and they will be waiting for pick up at the door with a designated dismissal staff member.

In the event of late pick up, CLCC has to charge a late pick-up fee as follows:

Consequences of late pick-up:

- *1st offense: verbal warning and late charge*
- *2nd offense: written warning and late charge*
- *3rd offense: possible exclusion and late charge*

7:01pm = \$1.00 per minute, anything after 7:15pm is an automatic charge of \$25. These fees are set in place to accommodate the staff that must stay beyond their scheduled work hours.

CLCC reserves the right to alter hours of operation. Parents will be made aware of any changes via written letter. In the event there are changes to the hours of operation, the late fee schedule still applies after the set time of closing (e.g. if the center closes at 5:00pm, at 5:01pm late charges will begin to accrue etc...).

Parents are encouraged to have their children attend CLCC for all scheduled days. A child is unable to continue to meet developmental milestones if they aren't attending every day. If the child will be absent, it is the parent's responsibility to notify CLCC via phone the child will not be in school prior to their regularly scheduled start time. If the absence is due to a medically related issue, documentation of the child's ability to return to school should be provided to be kept in their file. CLCC will conduct well-checks to ensure the safety of the children if the parent has not contacted the center to provide an excuse for the child's absence.

Parents must provide a two-week notice in regard to intended separation. If a child ceases to attend unexpectedly, CLCC will make efforts to reach out to the family to determine if the separation is intentional and to settle any tuition debts that parent may have.

Transportation

Transportation to and from the CLCC is available for those needing transportation (Please see Tuition Fees) For school age care, there is bussing between CLCC and surrounding Elementary School which your child attends.

Field Trips

Field trips may be taken occasionally. Permission slips must be filled out completely and returned to CLCC. Occasionally, depending on the field trip, additional cost may be required if the trip is not affiliated with a contracted program.

Field Trip Safety Policy

- Each child must have prior written permission from their parents.
- Each child will wear a name tag with their name, the centers name and Telephone Number.
- A first-aid kit will be taken along on each field trip.
- Child Information Cards with emergency information and medical release waiver will be taken for each child.
- Transportation for trips will be as noted on the permission slips. This could include school bus, staff vehicles or walking.

Staff

An effective program cannot be carried out without qualified staff. The Director and Lead teachers have a minimum of a CDA. Assistant teachers, aides and other staff have a minimum of a high school diploma plus training and/or experience in preschool and child care education. Volunteers and Parents are welcome to spend time in classrooms. (Due to COVID-19 CLCC is currently limiting visitors in the building). Occasionally, we will work with high school students through Vocational Cooperative Training programs.

Each year our staff continue their education with a minimum of sixteen hours of training through early childhood conferences, in-service training, etc... All staff that work directly with children are trained in first aid, CPR training and blood-borne pathogens. All staff receive yearly TB tests and must provide proof of a negative test.

All applicants are screened carefully during the hiring process. References, education, and previous work experiences are verified. A national criminal history check is done through Michigan Child Care Background Check; drug testing is required of all staff prior to hiring.

Parental Involvement

Parents are welcome and encouraged to participate in any or all classroom activities:

- *Discussing your career, interests, and hobbies with the children*
- *Helping your child at home with the concepts they are studying/learning.*
- *Provide recyclables to help make play materials for the classroom*
- *Helping your child prepare for sharing during group time.*

Due to COVID-19 CLCC is requesting parents complete these activities via Zoom or any other social platform that allows for social distancing.

Parent/Volunteer Screening Policy:

Volunteers will sign a self-certifying statement indicating that they have not been involving child abuse or child neglect or a felony involving harm or threatened harm to children or adults.

- *Parents/volunteers are always welcome under supervision of program staff, and are never allowed to be alone with a child not his/her*
- *A criminal history self-certification stating no history of criminal convictions is required.*
- *Any volunteer that is with the children for at least 4 hours a week for more than 2 consecutive weeks must also have a DHS Clearance, Police I-chat background check via child abuse/neglect and a Medical Clearance Request signed by a physician stating he/she is in good health and free of tuberculosis.*

Due to COVID-19, volunteers will be limited.

Visitors Policy

Parents are encouraged to come to the center to share areas of expertise or help with special projects. Children and teachers benefit enormously from extra help. Special arrangements can also be made to come and share lunch with children.

Remember CLCC has an Open Door Policy.

Due to COVID-19, CLCC is limiting visitors in the building at this time

Health & Safety

Your children's health and safety are important to all of us. Please accompany children to their classrooms or onto the playground, and be sure a teacher knows they have arrived. Likewise, when picking up children, come into the classroom or playground to get them, making sure a teacher knows they are leaving. Children must be signed in and out upon arrival and departure. **Due to COVID-19, staff will be assisting with this process and retrieving children from the vehicle. They will only enter the center after their temperature has been taken and determined to be below 100.4 degrees and parents have answered health screener questions.**

Staff will require anyone picking up a child, and not known by the caregiver, to provide picture identification.

If a Court Order exists preventing a particular individual from having contact with a child, CLCC will comply with the Order. CLCC will keep a copy of the Court Order on file. Please make sure the office has all current court orders and guardianships on file.

If an intoxicated or impaired person insists on removing children from CLCC will immediately report the incident to the local Police Department.

At the time of enrollment and no earlier than twelve (12) months prior to enrollment, each child must have written verification of a physical examination by a physician or a nurse practitioner. This must include a current and complete record of immunization history showing month, day and year of each immunization. In the event of a minor injury, our staff will promptly care for the injury and an accident/injury report will be given to the parent that picks the child up that day. In the event of a serious injury **911** will be contacted **"FIRST"** then the parent/parents. If we are unable to reach parents by phone we will send a message through Brightwheel and contact the emergency contacts listed on the Child Information Record.

Exclusion of Children and Staff (Illness)

*If a child shows signs of illness after arriving at the facility we will separate the ill child from the other children. The child will be supervised by the Business Manager or Director and kept in the front vestibule until someone comes to pick up the child. When a child becomes ill, the director will contact the parent/guardian and request the child to be removed immediately from the center. If a parent cannot be reached within 15 minutes, the child's emergency contact number will be called. We will not be able to care for a child with a fever of 100.4 degrees or higher, vomiting, severe diarrhea, rash, pink eye, runny nose and eyes with severe cough, or any other illness that the center may deem necessary. If your child(ren) has any of these symptoms, **PLEASE DO NOT** bring them to the center until symptoms are gone for a minimum of 24 hours. This helps to contain the spread of exposure or passing of a potential communicable or infectious disease or parasite.*

In the event of communicable disease is diagnosed, the Parents and Staff in the Center will be given written notification (Posting a sign on the window and door of the vestibule, sign on the bulletin board, Class Dojo and giving each parent written information of the specific illness), including the name of the disease, when the child may have been exposed and the symptoms. Your child can be readmitted after a Medical Clearance.

In the event of short term injury, parents must provide a return to school letter from the child's doctor outlining any and all restrictions. CLCC will work with all families to obtain needed medical and behavioral support services as needed.

Due to COVID-19 this policy has had some changes. Please see below:

I understand that to enter upon the facility premises my child must be free from **COVID-19** symptoms. If, during the course of the day, any of the following symptoms appear in my child, CLCC will notify me immediately

Symptoms include,

- fever of 100.4 degrees Fahrenheit or higher
- dry cough
- Shortness of Breath
- Chills
- Loss of taste or smell
- Sore Throat

- Muscle aches

CLCC understands that many of these symptoms can also be related to NON-COVID-19 related issues but must proceed with an abundance of caution during this Public Health Emergency. These symptoms typically appear 2-7 days after being infected so please take them seriously. Children will need to be symptom free for 72 hours before returning to the facility (even if other symptoms are not present) without the use of medicine.

When children arrive:

-CLCC will perform temperature checks. Having a temperature of 100.4 or above a child cannot enter the building.

-Prior to a child's entry Parents will be asked:

-Has your child been in close contact with a person who has COVID-19? (If yes, the family should self-quarantine for 14 days.)

-Has your child felt unwell in the last 3 days? (persistent cough, temperature, difficulty breathing, cold, diarrhea and/or vomiting)

-Visually check the child for signs of illness, including flushed cheeks, rapid or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness.

According to the department of health...If a staff member or child exhibits multiple symptoms of COVID-19, you suspect possible exposure, or an individual tests positive for COVID-19, the individual must stay home until: **1.** Has been fever-free for at least 72 hours without the use of medicine that reduces fevers AND **2.** Other symptoms have improved AND **3.** At least 10 days have passed since your symptoms first appeared.

MEDICATION

Our center will not administer medications without proper documentation from parents. In the event medication is prescribed to a child, the parent/guardian is required to provide written medical permission for the center to administer. Forms for this purpose are available from the director. Medication must be labeled with the child(ren) name, dosage and instruction with the pharmacy label and doctor's name on the bottle/dispenser dosage, times and date to be administered, illness or condition and the parent or guardian signature condition being treated. Inhalers, puffers, or other asthma treatments may be given up to two times daily, if properly authorized. Creams, ointments, and other topical products may be applied on children if authorized by parent/guardian and/or physician. Medicine is administered by the Director or designated staff person. The medication form will be checked for completion by the director. Due to COVID-19 CLCC will NOT be administering medication for fevers. Any child with a fever will need to stay home to be treated by a parent.

CLCC will notify parents via Class Dojo, Brightwheel, or COR of any alerts that impact the daily functioning of the center. Please be sure to update your child's information card if your information changes prior to our scheduled reviews.

*****We clean and sanitize all surfaces and toys daily to help prevent the spread of disease and illnesses. *****

First Aid

In case of minor injury, CLCC staff will administer appropriate first aid (First Aid Kits are available in each classroom). Parents will be contacted immediately if an injury is more serious. If necessary we will also call an ambulance or paramedics. Until a parent, physician, or paramedic arrives, the Director or a lead teacher will be in charge and make all decisions about care of the child. It is to your child's benefit to keep us updated with all current emergency contacts, phone numbers, and medical information. All staff are trained in first aid, and there will always be a minimum of one staff person trained in CPR on the premises.

Tobacco, Alcohol, Illegal Substances, Sexually Explicit Materials

The Program Manager or Director, will ensure the following are prohibited anywhere on the premises or in the vehicles used by the center during the hours of operation: use of tobacco, use of alcohol, use or possession of illegal substances and the use or possession of sexually explicit materials.

Fire Drills, Tornado/Evacuation

CLCC conducts a minimum of quarterly fire drills, and timely tornado and terrorist attacks. Evacuation plans are posted throughout the building. Fire drills are practiced by the entire center. Staff conducts tornado / shelter-in-place drills at least once a year. A log is kept of fire and tornado drills. Lock-down drills (in the case of an outside threat) will also occur at least once a year. Staff is informed of duties and responsibilities if an emergency occurs. Emergency procedures shall be reviewed with staff at least twice a year. The center is inspected annually by the local fire authority and maintains fire extinguishers with a current tag.

Emergency and Disaster Plan

Our center has an emergency and disaster plan which includes procedures for reporting emergencies and evacuating the facility. This written plan is at the center and immediately accessible to all staff, substitutes and volunteers. Evacuation plans are posted in prominent locations of each room or area of the center.

NOTE: All emergency and evacuation ROUTES are posted in highly visible areas in each classroom

Rest Time

Children are provided with an opportunity to rest during the day. Children in the Great Start Readiness Program rest for no more than one hour. All other children rest for no more than two hours. Children are not required to sleep during rest time. Children may read books or explore quiet materials during rest time. Each child is provided with a cot and the parent provides the blanket which should be taken home weekly to be laundered. Each cot is sanitized on a daily basis. Children sleep on the same cot each day. Soft, calming music is also played during the rest time. Due to COVID-19 CLCC has opted to provide and launder a blanket and sheet for each child to reduce the amount of materials being brought into the center.

Nutrition

Child friendly, well-balanced meals are prepared at CLCC by an experienced cook. Breakfast, lunch, Supper, and snacks are served each day. Menus are posted

in the office (hallway) bulletin board and in each classroom. We allow prayer before breakfast, lunch and snack but it is not lead by teachers.

Polite table manners and good eating habits are demonstrated during family style meals. Children are encouraged to try a taste bite of each food and beverage served. Seconds of foods and milk are available. Due to COVID-19 children will be served prepared plates as opposed to serving themselves.

Children are not allowed to bring in food from home.

Note: Staff follow hand washing procedures before and after food preparation and after food clean-up.

Allergies

All children's allergies and chronic medical conditions are posted in the kitchen, each classroom and in the Business Manager and Director's office. The lists of Allergies and medical conditions are covered to protect the identity of each child.

Hand Washing Procedure

Staff uses the following hand washing procedures:

Wash hands with soap and running water

Dry hands on paper towel

Dispose of paper towel without using it on any other body part or on the surface of any play items or equipment

Hand washing procedures are used at times of food preparation, diapering, and toileting and also at other times when sanitation is deemed appropriate for the health and safety of children, other staff, or visitors.

All staff, visitors, parents and family members are asked to wash hands when entering a classroom and interacting with children and materials.

Diapering

Diapers shall be disposable and provided by the parent/guardian. If a child's health condition necessitates that disposable diapers cannot be used, then an alternative arrangement may be made according to the parents' or a licensed physician's instructions.

- *Diapering shall be done in a designated diapering area.*
- *CLCC will maintain a diapering area, and all supplies and equipment will be maintained in a safe and sanitary manner*
- *Staff will keep a hand on child who is being changed on an elevated surface (changing table)*
- *Staff shall wear protective gloves when diapering. Gloves are to be disposed of immediately after each diaper change.*
- *Staff shall thoroughly wash hands after each diapering, and after cleaning up bodily fluids, using soap and running water.*
- *A towel used in diapering shall not be used subsequently on another part of the body or for any other purpose.*
- *Staff will change diapers when soiled or wet. Diaper checks are done every two hours at a*

minimum when children are awake, and also when children awaken from naptime.

Toilet Training

Toilet training shall be planned cooperatively between the child's primary caregiver and the parent/guardian so that the toilet routine established is consistent between CLCC and the child's home. At a minimum, it shall include washing hands after toilet use.

Note: *Staff will sanitize all training devices immediately after each use.*

Toilet

If a child requires assistance in using the toilet, staff dispose/laundry any paper/cloth used. In the event a child soils his/her clothes, staff promptly assist the child in changing into dry clothes. Soiled clothes are bagged and sent home with the parent/guardian for laundering. Staff follows hand washing procedures

after assisting children with toileting or changing soiled clothes. Staff clean and sanitize toilet seats, toilet handles, bowls, doorknobs or floors daily or immediately if visibly soiled.

Other Safety and Sanitation Procedures

Staff use vinyl gloves and follow standard precautions when handling any bodily fluid. All staff are required to complete training on information regarding "blood borne pathogens". Records of staff completion are kept on file in the main office.

Lockers and Extra Clothing

Cubbies are provided and labeled with your child(ren) name for personal belongings. Please label each item of clothing children will bring to CLCC. Also, please keep a complete change of clothes appropriate to the current season in the cubbies. We requests all items be labeled to ensure your child has their own clothing to change into.

We recommend that you send children to CLCC in clothing which is comfortable and appropriate for play. In warm weather, please do not send children in flip-flops or slip-on sandals without an ankle strap. Children need sturdy shoes for running and climbing on the playground.

Please check your child's mailbox daily for receipts, newsletters, notes, homework, art work, etc.

Please note that CLCC will not be held financially liable for any broken or missing jewelry that children wear or bring into the center. We understand you want your child to be presentable but please keep in mind earrings and necklaces can unlatch or loosen and can pose a choking hazard for younger children. There have been instances of children undoing screwback earrings so please refrain from all jewelry.

Outdoor Play

Children love our large, park-like outdoor play area. This fenced, shady playground has play centers. There is a cement sidewalk on the playground for riding trikes provided by the CLCC. It is also a fun place for wagons and sidewalk chalk.

Sprinklers and water play activities are used on the back lawn on hot, summer days.

By State regulation we are required to go outside for fresh air each day, but we do not take children outside if the weather is excessively cold or windy. Excessively cold is deemed below 25 degrees so please ensure your child is dressed appropriately for cold winter days.

Child(ren) Disciplinary Policy

Creative Learning Childrens College maintains a positive discipline policy, which focuses on prevention, redirection, love, consistency and firmness. We stress two main patterns of behavior: respect for other people and respect for property. The children are explained the expectations of the center frequently, so they are all familiar with the guidelines. Please keep in mind that there WILL be disagreements between children. Young children have a hard time expressing their feelings. Sometimes they hit, throw toys, bite, etc. We will try to prevent problems, redirect when appropriate, discuss inappropriate behavior, encourage making amends when an offense involves another person, and help children understand the principle of "natural consequences". An example might be where a child is misusing a toy then he/she will be redirected to another toy for a period of time. Sometimes when children are fighting or throwing toys, we may put the toy in a short time out, and then bring it back into circulation a little later. We encourage children who are having a difficult time to spend some alone time to gather their thoughts and staff are available to support the child during the process.

Under NO CIRCUMSTANCES will there be any spanking, physical abuse, verbal abuse, name calling or isolation used. Neither food, sleep, nor outside time will ever be withheld from children as a means of punishment.

If a discipline problem arises that does not respond to the above mentioned techniques, we will hold a conference with the parents. Together, we will work to find a solution.

We utilize the High Scope Approach to Conflict Resolution: (1) Approach calmly,

stopping any hurtful actions, (2) Acknowledge children's feelings, (3) Gather information, (4) Restate the problem, (5) ask for ideas for solutions and choose one together, (6) Give follow up support.

Discipline Documentation

CLCC collaborates with Development Centers Inc, to receive support from a Behavioral Specialist. The Behavioral Specialist assists children who may display a need for additional support and works to identify strategies that may improve the child's adjustment. CLCC will work closely with the Behavioral Specialist and the family to ensure children are not dismissed due to a lack of support. Teachers ensure the children and parents are active participants in conflict resolution by involving them in the conflict resolution process.

·This Policy shall be distributed to parents and staff.

- Caregivers shall have ongoing communication between home and childcare facility regarding all aspects of the care of the child.*
- Caregivers shall document any history of recurring discipline problems and subsequent formal parent conferences in the child's record.*
- In cases of recurring or severe misbehavior, parents will be contacted so that we may work things out together.*
- If the misbehavior continues the Director may place the child on a two week probationary period.*
- If the situation does not improve, or a plan cannot be implemented for improvement during the probationary period, parents will have one week to withdraw their child from the childcare facility.*

Storage and Handling of Hazardous Materials

Staff stores all hazardous materials (including cleaning supplies) out of the classroom, out of the reach of children, and away from food. Exceptions (such as diluted bleach solution) that are stored in the classroom are placed in areas that are not accessible to the children and not in the proximity of food.

Communication

Daily communication with parents is important. This is usually done verbally or through platforms such as Class Dojo, Brightwheel, and/or COR Advantage. A monthly written report of children's growth and progress may be sent home. If parents or staff feels it is needed, a conference can be scheduled. Newsletters are sent home monthly to inform you of weekly themes and activities, to give general information, and to list upcoming events.

We ask that you communicate to us any changes within home or family which may affect how children feel or act at CLCC. If you have any questions, suggestions or concerns, please bring them to our attention as soon as possible.

Please use CLCC's main phone number, your child's teachers, Class Dojo, directors email, or contact us directly. If the main phone line is busy, and there is an emergency, the Business Manager (Ms. Burton's number) 734-945-7745 is always available.

Additional Programs Overview/Curriculum

CLCC is contracted to provide services for a separately funded program; the Great Start Readiness Program. Please read below for an overview of the program.

GREAT START READINESS PROGRAM

The Great Start Readiness Program is a state funded program that provides high quality educational services to at risk four-year old's. Admission into the program is based on a list of risk factors which is completed with staff at the center. CLCC uses the Ages and Stages Questionnaire (ASQ) to assess children in the program.

CLCC operates using the High Scope Curriculum. Teachers are provided regular training in various areas as it relates to the curriculum to ensure they are providing your child with a high-quality education. High Scope Curriculum promotes the development of children within the context of 8 content areas; approaches to learning, social/emotional development, physical development/health, language/literacy/communication, mathematics, creative arts, science/technology, and social studies. High Scope seeks to promote "independence, curiosity, decision-making, cooperation, persistence, creativity, and problem-solving in children". Please visit highscope.org for resources and videos regarding the High Scope curriculum

Child Assessment/Developmental Screenings/Referrals/Ongoing Monitoring

Depending on the child's age, CLCC will utilize the Brigance Screening or the Ages and Stages Questionnaire (ASQ) to assess the needs of the children enrolled in our center.

ASQ is a developmental screening tool used to assess children's development in the areas of "communication, physical ability, social skills, and problem-solving skills". Brigance is a developmental screening tool used to assess "physical development, language, academic/cognitive, self-help, and social/emotional skills" which are all predictors of school success.

Children who are 4 years of age and enrolled in GSRP are required by the Great Start Readiness Program to have an Ages and Stages Questionnaire on file. Should your child require additional services that are not provided through CLCC or a contracted program, CLCC will provide a referral for services as needed.

For the purposes of ongoing developmental monitoring, CLCC utilizes COR Advantage which measures the developmental trajectories of children. Teachers have access to reports regarding children's developmental progress which will be shared with parents during scheduled family contacts. Reports may also be provided during unscheduled periods.

Home Visit/Parent-Teacher Conferences

Home Visits and Parent-Teacher Conferences are a required for children enrolled in the Great Start Readiness Program for teachers to work collaboratively with parents to promote the success of their children. Please allow for no less than 60 minutes for each parent contact. During the initial home visit parents can expect to take a family photo, discuss goals for the enrolled child, and discuss interests and hobbies. Subsequent visits are utilized to review the progress of the goals as well as to develop new goals.

Child Recruitment

CLCC recruits families in a number of ways including but not limited to the use of fliers, social media, and staff/parent referrals. See recruitment addendum.

Policies are subject to change. Please review any attachments and addendums that would be attached to the handbook.

Local Advisory Committee/Great Start Collaborative Parent Coalition

CLCC welcomes all our parents to participate in monthly meetings to obtain updated information as well as to voice any concerns or ideas to best support the children. Great Start Readiness Program meetings are held in the Graduates classroom. Parents are invited to participate in the Parent Coalition.

Parent Grievance Policy

The primary purpose of this Policy is to provide for steps for a resolution of child/parents complaints and grievances.

A child/parent with a complaint shall first take it to the immediate teacher or substitute depending on the point of origin.

In the event the teacher or substitute is unable to resolve the issue, the complaint can be taken to the center director.

In the event the complaint cannot be resolved through informal communication a Formal Grievance may be filed by the child/parent. The following steps shall be followed when filing a Formal Grievance.

LEVEL ONE: *The child/parent filing the grievance shall put the grievance in writing and email to clccdetroit@gmail.com. An investigation will be conducted in a timely manner. The decision shall be reduced to writing and presented to the child/parent.*

LEVEL TWO: *In the event the problem is not resolved at Level One, the child/parent may file an appeal in writing with the Owner by submitting a written request for complaint review to clccdetroit@gmail.com. Such appeal shall be presented within ten (10) days of the Level One decision. The Owner shall request a conference with the aggrieved or render a written decision within ten (10) days from the receipt of the grievance.*

LEVEL THREE: *In the event the problem is not resolved at Level Two, the child/parent may contact Wayne RESA at (734) 334-1300 or State of Michigan Bureau of Licensing at 866-856-0126.*

CLCC shall make an honest effort to resolve child/parent grievances as quickly as possible at the most immediate level of supervision.

Parent Notice Of Program Evaluation

CLCC is required to work with the Michigan Department of Education (MDE) to measure the effect of the state-wide Great Start Readiness Program (GSRP). Information is sometimes collected about GSRP staff, enrolled children, and their families.

Program staff or a representative from MDE might:

- Ask parents questions about their child and family.*
- Observe children in the classroom.*
- Measure what children know about letters, words, and numbers, etc.*
- Ask teachers how children are learning and growing.*

Information from you and about your child will not be shared with others in any way that you or your child could be identified. It is protected by law.

Questions? Please contact:

- Creative Learning Childrens College at (313) 653-2300*
- The MDE Office of Great Start, Preschool and Out-of-School Time Learning at: - mde-gsrp@michigan.gov, - 517-241-7004, or 608 W. Allegan, P.O. Box 30008, Lansing, MI 48909.*

Daily Schedule



<i>8:00 - 8:25am</i>	<i>Arrival/Greeting/Breakfast</i> <i>Family Style meals-ongoing conversation – children self serve with assistance as needed</i>
----------------------	---

<p>8:25 – 8:35</p>	<p>Book Reading</p> <p><i>Interactive Read Aloud</i></p>
<p>8:35 - 8:45am</p>	<p>Personal Care/Handwashing/Tooth Brushing</p>
<p>8:45 - 8:55am</p>	<p>Greeting Time/Message Board</p> <p><i>Students greeting one another and discuss any changes that may affect the day</i></p>
<p>8:55-9:10am</p>	<p>Small Group Time</p> <p><i>An adult-initiated learning experience based on children’s interests and development where children explore, play, work with materials, and talk about what they are doing. Individual children explore and use the same set of materials in their own way.</i></p>
<p>9:10-9:20am</p>	<p>Planning Time</p> <p><i>Students verbalize their plan for time work</i></p>
<p>9:20-10:20am</p>	<p>Work Time</p> <p><i>Students select activities from standard equipment and a changing variety of teacher provided materials.</i></p> <p><i>- Example of activities: creative arts, sand and water play, cooking, block building, dramatic role play, fine motor manipulative, science/discovery, language arts/listening.</i></p>
<p>10:20 - 10:30am</p>	<p>Clean Up</p> <p><i>Students clean-up the materials utilized during work time</i></p>
<p>10:30 - 10:40am</p>	<p>Recall Time</p> <p><i>Students recap the activities they engaged in during work time</i></p>
<p>10:40 - 10:55am</p>	<p>Snack</p> <p><i>Family Style meals-ongoing conversation~ children self-serve with assistance</i></p>

10:55 - 11:35am	Outside Time/Outside Prep (daily if weather permits)/ Gross Motor indoor activity
11:35 - 11:45am	Personal Care/Hand washing/Lunch Prep
11:45 - 12:15pm	Lunch <i>Family Style meals-ongoing conversation – children self serve with assistance as needed</i>
12:15 - 12:25pm	Rest Prep Personal Care/Tooth brushing
12:25-12:35	Book Reading <i>Read Aloud with reference to print</i>
12:35 - 1:35pm	Rest Time <i>Students are required to rest for a reasonable period but not required to sleep. Quiet activities are available for those who are awake before others, i.e., quiet books, puzzles done while sitting on cots.</i>
1:35 - 1:45pm	Wake Up/Putting Cots Away/Personal Care/Handwashing/
1:45 - 2:25pm	Outside Time/Outside Prep (daily if weather permits)/ Gross Motor indoor activity (including teacher-directed games)
2:25 - 2:30pm	Personal Care/Hand washing
2:30 – 2:45pm	Small Group Time <i>An adult-initiated learning experience based on children’s interests and development where children explore, play, work with materials, and talk about what they are doing. Individual children explore and use the same set of materials in their own way.</i>

<p>2:45 - 3:00pm</p>	<p>Large Group</p> <p><i>All adults and children participate in activities planned around children's interests, developmental levels, music and movement, cooperative play and projects; and events meaningful to children.</i></p>
<p>3:00 – 3:30pm</p>	<p>Supper</p> <p><i>Family Style meals-ongoing conversation ~ children self-serve with assistance</i></p>
<p>3:30 – 3:45pm</p>	<p>Prepare for Dismissal</p>

Creative Learning Children's College opens at 5:00 a.m. and closes at 7:00 p.m., Monday through Friday, except legal holidays.

Other Classrooms have a varying version of the schedule below

8:00-8:30	Arrival/Greeting Time/Personal Care/Message Board (Toddlers Only) Health Check~ read stories~ message board~ prepare for breakfast
8:30-9:00	Breakfast Family Style meals-ongoing conversation~ toddlers self-serve with assistance
9:00-9:15	Personal Care/Tooth brushing
9:15-9:30	Group Time w/Music & Movement Action songs ~ singing time ~ finger plays ~ hello songs ~ concept games ~ discussion of daily activities ~ Story~ some teacher directed activities
9:30-10:15	Choice Time Children are allowed to select their activities from standard equipment and a changing variety of teacher provided materials. - Example of activities: creative art, gross motor skills, sand and water play, cooking, block building, dramatic role play, fine motor manipulative, science/discovery, language arts/listening.
10:15-10:30	AM Snack Family Style meals-ongoing conversation~ toddlers self-serve with assistance
10:30-10:45	Outside Time (daily if weather permits)/Gross Motor indoor activity (including teacher-directed games
10:45-11:00	Group time w/ Materials Variety of teacher provided materials. - Example of activities: creative art, fine motor manipulative, science/discovery, language arts/listening.
11:00-11:15	Personal Care
11:15-11:30	Group Time w/ Music & Movement Action songs ~ singing time ~ finger plays ~ hello songs ~ concept games ~ discussion of daily activities ~ Story~ some teacher directed activities
11:30-11:35	Personal Care/Hand washing
11:35-12:15	Lunch Family Style meals-ongoing conversation~ toddlers self-serve with assistance
12:15-12:30	Personal Care/Tooth brushing
12:30-2:30	Nap/Quiet Time Children are required to rest for a reasonable period but not required to sleep. Quiet activities are available for those who are awake before others, i.e., quiet books, puzzles done while sitting on cots.
2:30-2:45	Personal Care/Handwashing
2:45-3:00	Outside Time (daily if weather permits)/Gross Motor indoor activity (including teacher-directed games
3:00-3:15	Personal Care/Handwashing/Prepare for Supper
3:15-3:30	Supper Family Style meals-ongoing conversation ~ toddlers self-serve with assistance
3:30-3:45	Prepare for Dismissal

PARENT NOTIFICATION OF THE LICENSING NOTEBOOK
Child Care Organizations Act, 1973 Public Act 116
Michigan Department of Human Services

All child care centers must maintain a licensing notebook which includes all licensing inspection reports, special investigation reports and all related corrective action plans (CAP). The notebook must include all reports issued and CAPs 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 at least the past two years are available on the Bureau of Children and Adult Licensing website at www.michigan.gov/michildcare.*

*I have read the above statement issued by **Creative Learning Childrens College, LLC***

*Child(ren)'s
Name(s)_____*

*Parent
Name_____*

*Parent
Signature_____ Date_____*

Creative Learning Children's College

Childcare Contract

I _____ agree to pay Creative Learning Children's College as indicated below for childcare services rendered to my child/children. I am aware of billing periods and billing procedures as described in CLCC Parent Handbook and payment policy.

I UNDERSTAND THAT IF MY CHILD/CHILDREN IS ABSENT OR SICK FOR ANY REASON, MY WEEKLY RATE WILL REMAIN THE SAME!!!!

I am aware and understand that if my school age children would like to attend the program on **NO SCHOOL DAYS** or **HALF DAYS** of **SCHOOL** that I will sign my child/children up two weeks prior to for programming and be charged for the times I requested care. I also understand that I will give two week notice for vacation.

I am aware and understand that to withdraw my child/children from the program; I must give two weeks advance notice in writing. I understand that if I withdraw my child/children from CLCC that I will pay for childcare through the two week notice withdrawal notice.

Child/Children

Name _____

Age _____ Date of

Birth _____ Class _____

Days of the week you'll need care (Please circle all that apply) M T W Th F

Drop Off Time _____ Pick Up

Time _____

This is a formal Childcare Contract with Creative Learning Children's College for service rendered

Parent/Guardian

Signature _____ Date _____

Office Use Only

Class _____ Date Services to Begin _____

Weekly charge Due on Friday prior to Services being rendered _____