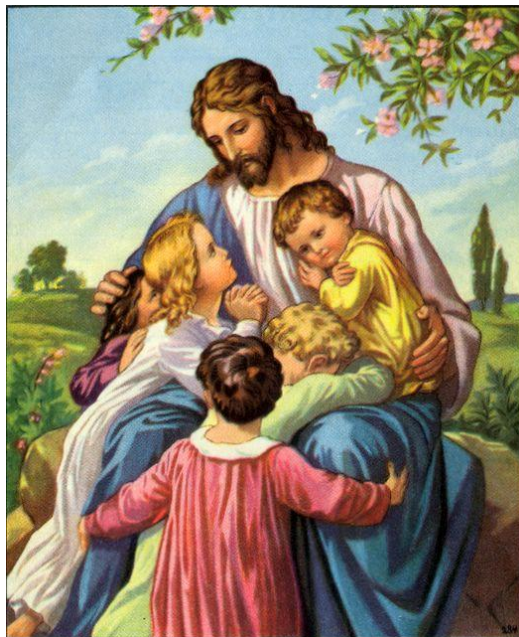


HIS LITTLE LAMBS

Childcare/Latchkey

Handbook



Mission Statement

Hand in hand with parents to build a sound Christian foundation for their children's future.

St. Paul Lutheran Church and School
4941 W. Center Street
Millington, MI 48746
989-871-4581 Childcare ext. 5 (after hours)

St. Paul His Little Lambs Child Care Parent Handbook

Thank you for enrolling your child in His Little Lambs Child Care program. This handbook is designed to answer many of the questions you may have about His Little Lambs Childcare program.

Purpose

St. Paul's His Little Lambs Child Care was established:

- to provide quality child care in a Christian setting for working families.
- to provide a safe environment in which to nurture the spiritual, social, physical, and academic development of the children God has entrusted to us.
- to minister, also, to the parents of our congregation and community by providing child care services which meet their needs.
- to provide a positive start to a young child's Christian education at St. Paul Lutheran School.

Goals

The goals of His Little Lambs Child Care program are:

- to offer children daily opportunities to meet and know their Lord, Jesus and to grow spiritually through faith based curriculum, songs, and Bible stories.
- to offer families a caring and positive environment for their children to play and learn.
- to offer children, within their appropriate stages of development, opportunities for spiritual, social, and intellectual growth.
- to offer children opportunities for physical development through both large and small muscle skills.

Licensing

His Little Lambs Child Care is licensed by Michigan State Department of Industry and Commerce and therefore meets or exceeds their regulations for Child Care centers. These regulations were designed to assure the welfare of your child. His Little Lambs Childcare maintains a licensing notebook that contains information about renewals, corrective action plans, inspections, and reports. This notebook is available for review during business hours. Licensing rules can be found on line at www.michigan.gov/michildcare

The childcare program follows the guidelines set by the Department of Human Services regarding the number of children to adult ratios:

1. Children 2 $\frac{1}{2}$ until 3 years of age, there will be 1 caregiver for every 8 children, including children related to childcare staff or licensee.
2. Children 3 years of age until 4 years of age, there will be 1 caregiver for every 10 children, including children related to childcare staff or licensee.
3. Children 4 years of age to school age children, there will be 1 caregiver for every 12 children, including children related to childcare staff or licensee.
4. School age children will have 1 caregiver for every 18 children, including children related to childcare staff or licensee.
5. With no more than 16 children present in the childcare room if a 2 $\frac{1}{2}$ is in attendance.
6. No more than 15 children in the Preschool room.
7. No more than 24 children in the Latchkey/Preschool room.
8. No more than 32 children in the projects room.

Daily Routines

Childcare Daily Routine

6:00a-7:10a Arrival/Free play

7:15a Latchkey/Bus children need to get ready for bus

7:20a Take Latchkey/bus children to center street door to get on bus

7:30a (St. Paul)School age children clean up

7:40a (St. Paul) School age children get signed out for school

Check sign in/sign out sheet

7:50a-8:00a Announcements, Go over Rules

8:00-8:30a Continue free play

8:30am-8:40a All children clean up and use bathroom

8:35-8:45am Send/Walk AM Preschool children to classroom; children sit on the room rug
 Check sign in/sign out sheet

8:45a- 9:00a Calendar time, music and movement

9:00a-9:25a Use potty, wash hands, pray and have snack. When children are done eating they can sit on the rug and read a book/play.

9:25a-9:45a Jesus time (Story and song)

9:45a-10:00a Read story and get ready for center time

10:00a-10:45a Center time, Art time

10:45a-11:00a Clean up, go potty, and get ready for Large motor (Outside or Gym)

11:00a-11:25a Large motor/Outside time/Gym time

11:25a-11:30a Go potty, wash hands, get ready for lunch

11:30a-11:40a Sign AM Preschoolers in at 11:30am, they go potty and wash hands

11:40a-12:15p Lunch time (hot lunch go to parish hall, hand out cold lunches from fridge)
 When children are finished eating they sit on the rug and read a story/play.

12:10p-12:15p PM Preschool children go potty, wash hands and go to their classroom
 Check sign in/sign out sheet

12:15p-12:30p Lunch clean up, children play on rug, get room ready for rest time

12:30p-12:50p Outside time/Gym time

12:50p-1:00p Children go potty, wash hands, get a drink of water, and find rest mat

1:00p-2:30p Rest time

2:30p-3:00p Get children up, clean mats, sign in school kids and PM preschool children coming back to childcare

3:00p-3:10p Childcare staff goes to center street door to get public school kids

3:10p-3:20p Sign in public school/headstart children

Check sign in/sign out sheets

3:20p-4:00p Outside time/Gym time

4:00p-4:10p Read story, go potty, wash hands, gets ready for snack time

4:10p-4:40p Snack time, when children are finished, they go to the rug and read a story, Clean up when children are finished with snack

4:40p-5:30p Free play/Table activities, children clean up as they are leaving

5:30p-6:00p Free play/Table activities, Latchkey children combines with childcare

Check sign in/sign out sheets

Latchkey PM Daily Routine

2:30p-2:40p clean tables, get activities ready for kids, sign in school kids

2:40p-3:00p Free play

3:00p-3:10p Childcare staff goes to center street door and gets public school kids off bus

3:10p-3:20p sign in public school children

3:20p-3:30p children use potty, wash hands and get ready for outside/gym time

3:30p-4:00p Outside time/Gym time

4:00p-4:10p Go potty, wash hands and get ready for snack

4:10p-4:40p Snack time, clean up when children are finished

4:40p-5:15p Free play; Homework time

5:15p-5:30p Clean up latchkey room, combine with childcare

5:30p-6:00p Free play/Table activities in childcare room

Enrollment Policy

Registrations for the child care program are accepted throughout the year for children between the ages of 2 $\frac{1}{2}$ years (30 months) to 6 years old; latchkey from the ages 6 to 14. All children enrolled in His Little Lambs Childcare must be potty trained and wearing regular underwear with the exception for rest time.

Required documentation:

- A copy of the **child's birth certificate**
- **Current immunization record**
- **Updated health appraisal (current well child visit with doctor's signature)**
- **\$25.00 non-refundable Registration Fee**

All required documents are to be turned in on or before the child is in attendance at His Little Lambs Childcare. If documents are not turned in, the child will not be permitted to attend.

Nondiscrimination Policy

STATEMENT OF NON-DISCRIMINATION

St. Paul Lutheran School believes that educational opportunities and programs should be open to boys and girls on an equal basis and those employment opportunities be available to men and women equally. This is also prescribed by Title IX of the Education Amendments of 1972. We, therefore, do not discriminate on the basis of sex or racial background in administering our educational policies, programs, activities and employment practices. Inquiries about the non-discrimination policies of St. Paul Lutheran School may be referred to Mr. Paul Schoenknecht, Principal (989) 871-4581.

Childcare Daily Rates

Childcare Daily Rates: \$34.96/day (1st child)
\$27.31/day** (2nd child or more)
Discounted Daily Rate: \$17.47/day*

*Families will receive a discounted daily rate, if their child is enrolled in His Little Lambs Preschool program. Discounted daily rate will be given on the days their child attends preschool and childcare.

**Families that have more than one child enrolled in His Little Lambs Childcare will be given the discounted daily rate of \$25.75 for second child and every child thereafter.

Latchkey Hourly Rates

Latchkey Hourly Rates: \$4.36/hour (1st child)
\$3.27/hour* (2nd child or more)

*Families that have more than one child enrolled in His Little Lambs Childcare will be given the discounted daily rate of \$3.18 for second child and every child thereafter.

**Daily rates and discounted rates will increase by 3% each year on August 1st.

Payment Policy

Information about our registration fee and payment policy will be provided to parents/guardians when inquiries are made about our program.

His Little Lambs Childcare is a prepay program. A schedule of when your child will attend childcare for the upcoming week is due on the Wednesday. When we receive your child's schedule, you will receive an invoice for the upcoming week. That invoice will need to be paid on Friday for the upcoming week of childcare. If that invoice is not paid by Friday, we cannot guarantee a spot for your child on the following Monday. It is vital part to our program because we want to ensure we are providing care while following the state requirements for ratios in the center. For special circumstances that may require a delay in payment, please make those arrangements with the program director.

Parents/Guardians will be responsible for:

1. Full balance payment of invoice on the Friday prior to the child attending childcare by parent or guardian that is on the account.

2. Contacting the center when your child will not be in attendance due to illness, vacation, or last minute schedule change. You may leave a message on the voicemail if it is before or after business hours.
3. If your child is sick or does not attend, and a parent/guardian has notified the center, you will be credited the daily rate for that day on the upcoming week's invoice. If a phone call was not received, you will be charged for the day. Special circumstances will need to be addressed with program director.
4. To give at least two weeks' notice if you are withdrawing your child from the program.
5. \$25.00 non-refundable fee for insufficient funds on any written checks.

Vacation/Sick Day Policy

If your child will be absent due to illness, vacations, or other circumstances, please notify the center as soon as possible. You may leave a message on the voicemail system that is available before, during and after business hours.

If your child will be absent and is scheduled to be in childcare, and a parent/guardian has notified the center, you will be credited the daily rate for that day on the upcoming week's invoice. If a phone call was not received, you will be charged for the day. However, if absences are a consistent and regularly, program director will review situations and discuss it with supervisor and/or Board.

Late Pick-up Policy

If you pick up your child after 6:00 pm you will be charged accordingly:

6:01-6:15 pm - \$5.00 6:16-6:30 pm - \$10.00
After 6:30 pm - \$15.00

If we haven't heard from you, we will use your emergency numbers so that your child will be picked up with the least amount of charges assessed to you. Late charges must be paid upon arrival the next day. If the parent and emergency contacts cannot be reached we may call Child Protective Services after hours to ensure safety of the child is met.

We know that emergency situations sometimes arise that are uncontrollable. Any emergency situation will be reviewed by the program director.

Summer Attendance

A summer sign-up sheet will be posted before school has ended. If you child or children will be attending please sign up or talk with the director or childcare staff.

There are no discounted rates unless you have 2 or more children attending childcare or latchkey. Preschool discounted rate is only when school is in session.

Withdrawal

St. Paul reserves the right to request withdrawal of a child for any of the following reasons:

1. Delinquency of payment (delinquency is up to 10 business days late)
2. Behavioral issues which cause harm to other children and adults, such as: biting, excessive physical aggression, violent language, or extremely disruptive behavior. Every effort will be made to resolve the problem through conference between care giver, parent, and director (principal) after which time the director (principal) will make a decision as to whether the child will remain enrolled.
3. An inability by the child and/or parent to adjust to the facility rules and regulations.

His Little Lambs Childcare Calendar

St. Paul's His Little Lambs Child Care will be open from January 1 through December 31 of each year round. Hours of operation will be from 6:00AM - 6:00PM, Monday through Friday. His Little Lambs Childcare will be closed on the following days:

- Good Friday
- Easter Monday
- Memorial Day
- 1 week in July for cleaning
- 4th of July
- Labor Day
- Thanksgiving
- Christmas Break

For Christmas break or other long breaks, we will put out a sign-up sheet for families. If there is a need for childcare we will proceed with a letter to parents on what days we will offer childcare.

Inclement Weather/Snow days

His Little Lambs Childcare will be open during snow days and inclement weather unless reported otherwise. St. Paul will notify families through major news channels.

To comply with licensing rules the childcare will close when reasons include but are not limited to:

- Power outage
- State of Emergency

Curriculum

His Little Lambs Childcare provides children with experiences to learn through a Christ centered atmosphere, His Little Lambs Childcare plans activities that teach colors, shapes, numbers, fine and gross motor skills, and other important areas of education. These activities are teacher directed and/or child led. Children are given opportunities to explore, to play, and to create, all within reasonable limits.

Religion: One in Christ/CPH Preschool Curriculum

Language Arts: Stories, rhymes, talking and listening skills, sequencing, opposites and letters.

Math: Identifying, counting, comparing, grouping, numeration, shapes, sorting and classifying.

Physical Education: Gross and fine motor skills, controlled movement, balls and other educational items for physical development.

Science: Exploration in areas of physical science, earth science, life science using simple experiments and observations of the environment.

Social Studies: Self-awareness, relating to friends, responsibility to self and group, geography, growth and change.

Art: Using paint, crayons, clay to create lines, textures shapes, colors and forms.

Music: Singing, rhythm instruments, listening, singing games and movement to music.

Discipline

His Little Lambs Childcare is a Christian organization and we will encourage our children to conduct themselves in a Christ-like manner. If and when a child demonstrates inappropriate behavior, redirection with simple rules and a positive attitude will be used. Using redirection and a positive, Christ-like method, Childcare staff is helping build a child's development of self-discipline, self-control and cooperation.

Staff will not use the following methods of discipline:

- Hitting, biting, pinching or inflicting a form of corporal punishment
- Restricting a child's movements by binding or tying him/her.
- Inflicting mental or emotional punishment such as humiliating, shaming, or threatening a child.
- Depriving a child of meals, snacks, treats or necessary toilet use.

The childcare staff will follow these steps when disciplinary action is required:

- First incident, the child will be talked with. Discussion of choices made and consequences of those choices and how they can make other choices will be done.
- If the behavior continues, the child will be redirected to another activity.
- If the behavior continues after redirection, the child will be asked to take a break from the activity.
- Parents/Guardians will be notified of behavior, if needed.

All discipline will be administered with love and care for the child. Discipline is viewed as what God wants for and does to those whom He loves. The childcare staff, as God's representative, will make every effort to redirect the inappropriate behavior so it is a positive effect on the child's learning and development.

Sickness, Emergency Plan, Evacuation Procedure

Health and Sickness

The State of Michigan requires that a completed health form, with an up to date immunization record and a completed emergency form be on file before the first day of attendance. We want our children and staff to maintain a good state of health. Therefore, we ask for your cooperation with the following health plan.

Please keep your child home if he or she displays any of the following symptoms:

1. A fever of 100° or higher within the last 24 hours.
2. Diarrhea or vomiting in the last 24 hours.
3. A severe cold or bronchitis with excess sneezing, nasal drainage, or coughing.
4. Any contagious condition. If your child is exposed to or develops a contagious condition (i.e. measles, mumps, chicken pox, scarlet fever, head lice, conjunctivitis (pink eye), etc.) please notify the child care so that we can inform other parents.

If your child becomes ill while in child care:

- We will call the parents first. If parents cannot be contacted, we will call the emergency contact list on the information card.
- We will take your child's temperature with an ear thermometer.
- We will try our best to keep a sick child distanced from other children in our care. We do not have facilities for sick child care. Parents must pick up a sick child as soon as possible.

Medication

When a child needs to receive medication while in child care these steps must be followed:

1. Written permission form signed by the parent detailing what and how the medicine will be given.
2. Prescription medication must be in the original container with the original directions clearly marked.
3. Over the counter medications must be in original container.
4. All medication must be given to the care giver who is working at the time the child is dropped off.
5. No medication is to be left in a child's book bag.

Serious Injury/Emergency Plan

We will make every effort to prevent accidents from occurring. In the event that an accident may occur, these procedures will be followed:

1. Basic First Aid/CPR will be applied. All childcare staff are trained in first aid and CPR.
2. 911 will be contacted, if needed. Childcare staff will remain with child at all times.
3. Parents will be notified via phone, text or Remind message. If parent cannot be contacted, emergency contacts will be notified.
4. An incident report will be filled out by caregiver in attendance. Parent will provide signature when child is picked up. Director will sign as well. Copy will be given to parents and original kept in child's file.
5. Parents must inform His Little Lambs Childcare of any changes to:
 - Home phone number
 - Work phone number
 - Address
 - Emergency contact phone numbers
 - Absence from work or travelling

Evacuation Drills/Procedures

In compliance with the State of Michigan Rules for Childcare centers, we regular practice fire, tornado, lockdown drills. Practice drills are conducted throughout the school year. Drill procedures are posted in all childcare, preschool and latchkey rooms. Inspections on all fire safety equipment are done yearly.

Childcare Supplies

Clothing and Personal Belongings

These things should be brought in and kept at Child Care:

1. A complete change of clothes, appropriate for the season, including socks and

underwear, in a Ziploc bag labeled with the child's name. We will make every effort to protect clothing during projects and play but sometimes messes and accidents happen.

2. A blanket for naptime and possibly a pillow - these should be taken home and washed each week, and should also be labeled with the child's name.

3. Shoes and socks are a must to ensure safety in the classroom and out on the playground. Closed toe sandals will be permitted in the summer.

4. Children should bring a book bag or back pack to and from Child Care each day.

Meals and Snacks

Breakfast

Breakfast will not be served at Child Care, but you may send your child's breakfast with them and we will provide a place for them to eat and encourage them to sit and eat. We realize that often very early in the morning children are still sleepy and not immediately interested in eating. Please make sure that your child does get an opportunity to eat breakfast, either at home or in Child Care. We will place your child's name and date on their breakfast items and place them in the refrigerator or cupboard, if not finished.

Lunch

Lunch is served daily at 11:40 am until 12:30pm.

During the months that school is in session, the center offers a hot lunch option. Tickets for hot lunch may be purchased by giving lunch money to the childcare supervisor or the lunch program director. Free and reduced lunch applications are available upon request.

***In the summer and on days when St. Paul's lunch program is not in operation (i.e. half days of school, no school days) all students will be required to bring a cold lunch.**

Cold lunch or lunch from home is an option. Refrigeration will be available for cold lunches. Please pack a drink with your child's lunch. If a drink is not packed they will have a choice of water.

Please try to pack and send nutritious lunches - no fast food lunches.

Snacks

Children will be served a morning snack at 9:00am and an afternoon snack at 4:00pm.

All snacks follow the State of Michigan guidelines for healthy snacks.

If your child has an allergy, we ask that you provide snacks for your child. We will put your child's name on them and store them in the refrigerator or cupboard.

Administration

Childcare Staff

St. Paul's Child Care is staffed with qualified Christian adults who have a love for and an understanding of young children. This staff answers directly to the principal of St. Paul school. The principal reports proceedings of the child care to St. Paul's Board of Christian Education.

Lead Teachers and Childcare staff are employed under the State of Michigan licensing requirements and all staff are trained in Basic First Aid and CPR.

All Childcare staff has an extensive background check and fingerprints done. They are kept on file when completed. All Childcare staff sign statements that they know of abuse and neglect is against the law, they have been informed of His Little Lambs Childcare's policies regarding abuse and neglect, and the individual knows that they are required by law to report any suspected child abuse and neglect. If a childcare staff is found to be ineligible or not eligible, they will not be employed by His Little Lambs Childcare nor will they have any contact with any child in the center.

Volunteers

All unsupervised volunteers undergo an extensive background check and fingerprinting. All information is kept on file. All supervised volunteers undergo a check on the sex offenders registry list. All supervised and unsupervised volunteers sign statements that they are aware of abuse and neglect is against the law, they have been informed of His Little Lambs Childcare's policies regarding abuse and neglect, and the individual knows that they are

required by law to report any suspected child abuse or neglect. If a volunteer is found to be ineligible or not eligible, they will not have any contact with any child in the center.