

# *Great Lakes Child Development Center*

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(586) 268-8500  
[www.greatlakescdc.com](http://www.greatlakescdc.com)



## *Parent Handbook*

**Policies and Procedures**

**Updated May 2024**

Welcome and thank you for choosing Great Lakes Child Development Center

### **Philosophy/Mission Statement**

We are a Christian, faith-based child development center with a well-rounded program including phonics, math, literature and science. Pre-K and preschool children also have classes in art, library, health & fitness, religion (Christianity), Italian and German.

### **Admission and Withdrawal**

There is a non-refundable fee of \$60 per child to be paid upon enrollment. The child information card and current immunizations must be turned in at enrollment (within 30 days) each child must have a green Health Appraisal Form, filled out and signed by a licensed physician as well as the parent.

A two-week notice is needed when withdrawing your child from the Center. This enables us to adjust staff accordingly.

The center reserves the right of withdrawing any child after enrolling if he/she seems unable to participate positively in group experiences.

### **Attendance/Vacation**

Regular attendance is encouraged. If your child is going to be absent, please notify us as soon as possible.

We *do* charge for sick days and absences.

### **ABSENCES**

***Due to illness:*** When your child is too ill to come to GLCDC for the day, contact us as soon as possible. Please notify us of the nature of the illness and the anticipated length of time your child will be absent. If a fever is involved with illness, your child cannot return to GLCDC until his or her body temperature has been less than 100 degrees for a 24-hour period. If your child is vomiting or has diarrhea, they must be free of illness for a 24 hour period before returning to GLCDC.

***Vacation:*** GLCDC's fiscal year runs from September through August. Because GLCDC is holding a spot for your child, we must charge for vacations. Any time a child is absent due to illness for a full week, half-tuition must be paid to hold a spot for your child.

***You are allowed two (2) weeks of vacation days at no charge after six months of attendance:*** Your two weeks of non-chargeable vacation days depend on how many days a week your child attends the center. If your child attends the center:

5 days a week	you receive 10 vacation days
4 days a week	you receive 8 vacation days
3 days a week	you receive 6 vacation days
2 days a week	you receive 4 vacation days
1 day per week	you receive 2 vacation days

A minimum of one (1) week's notice is needed before taking a vacation. This enables us to fill that space and make staff adjustments. We have a "Vacation Day Sign-Up" book in the office.

Please remember that non-chargeable vacations are limited to two (2) weeks per year. Example, if your child attends 2 days a week for six months, you would have a total of 4 non-chargeable vacation days.

### Business Hours

The center is open five (5) days a week, Monday- Friday, 7:30 a.m. to 5:30 p.m. We are closed on the following holidays:

**Thanksgiving Day and the Friday after Thanksgiving**

**Christmas Eve Day through New Year's Day**

**Good Friday**

**Memorial Day-** The center is closed the Friday before and the Monday

**Labor Day-** The center is closed the Friday before and the Monday

**Independence Day:**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
The 4 <sup>th</sup> Center Closed	[Arrow pointing right from Monday to Saturday]					
Center Closed	The 4 <sup>th</sup> Center Closed	[Arrow pointing right from Tuesday to Saturday]				
Center Closed	Center Closed	The 4 <sup>th</sup>	[Arrow pointing right from Wednesday to Saturday]			
Center Closed	Center Closed	Center Closed	The 4 <sup>th</sup>	[Arrow pointing right from Thursday to Saturday]		
Center Closed	Center Closed	Center Closed	Center Closed	The 4 <sup>th</sup>	[Arrow pointing right from Friday to Saturday]	
Center Closed	Center Closed	Center Closed	Center Closed	Center Closed	The 4 <sup>th</sup>	[Arrow pointing right]
Center Closed	Center Open	[Arrow pointing right from Tuesday to Friday]				The 4 <sup>th</sup>

**Note: If Independence Day falls on a Saturday, the Center will be closed the following week Monday-Friday.**

There is *no charge* for these holidays.

A sign-up sheet will be posted prior to holidays to see how many families will need our services the day before or after a holiday. In order for GLCDC to be opened, the center has to have a least 50 percent of the children signed up to receive our services. If the center is closed due to lack of enrollment, you will not be charged.

- **Great Lakes Child Development Center does not follow local school districts when determining closing due to weather. We do NOT close for extreme cold temperatures. Please check the local news stations and our website at [www.greatlakescdc.com](http://www.greatlakescdc.com) for up-to-date closures due to weather.**

### **Late Fee**

GLCDC charges a late fee of \$1 per minute for each child picked up after the center closes at 5:30 p.m. Our staff does not get paid after 5:30 p.m. It is your responsibility to pay the teacher this fee at the time you pick up your child(ren).

### **Fees and Tuition**

All tuition must be paid on Mondays (or the first day of the week your child attends).

There are no exceptions. If payment is not made, a notice will be given and **a late payment fee of \$10 will be applied to your account.**

If the account has gone unpaid for one week, **your child will be withdrawn** from the center. Weekly tuition must be paid whether or not the child attends the center.

Prearranged vacations and serious illness where your child is absent for more than a week are the only exceptions to this rule.

**Checks are to be made payable to Great Lakes Child Development or GLCDC.  
Great Lakes Child Development Center accepts cash, check or money order,  
Visa, MasterCard, Discover, and Venmo (@GLCDC)**

### **Changes in Fee Schedule**

It is your responsibility to let center management know when your child reaches a milestone that would result in a price reduction. For example, when your child turns 3 years old and again when he or she is potty-trained.

It is **not** the responsibility of GLCDC to keep track of when reductions in the fee schedule are due. Parents **must** inform center management when these changes occur; only then will you receive a reduction in your tuition.

### **NSF Charge**

There will be a \$30 charge to your account for checks returned to the center for non-sufficient funds. After two returned checks within a one-year period, we will only accept cash or money orders.

## **HEALTH INFORMATION**

### **HEALTH APPRAISAL & IMMUNIZATION STATUS:**

The Michigan Department of Health establishes the requirements for immunizations children need to attend any child development centers in Michigan. The Health Department does routine checks to make sure all centers are in compliance with the law. **If your child has not met the minimum requirements for immunizations, he/she will be excluded from the program until the requirements are met.**

At the time of your child's first attendance, you must provide the following documents to be kept on file at GLCDC:

- **A completed and signed Child Information/Emergency Card which includes written permission to seek emergency care for your child, and a list of all individuals to whom GLCDC may release your child**
- **Health Appraisal Form, completed by your child's physician**
- **Nutrition Policy, completed and signed**
- **Certificate of Immunization**

Your child's Certificate of Immunization must show a minimum of at least one dose of each immunizing agent specified by the Health Department. This certificate will be kept on file at GLCDC. If a child has been in attendance for four months, an updated certificate showing the completion of all additional immunization requirements, as specified by the Health Department, will be on file at GLCDC unless there is a signed statement by a licensed physician or his/her designee stating immunizations are in progress.

Within 30 days of initial attendance, one of the following documents will be provided to GLCDC and kept on file here at GLCDC (documents provided under this rule will be updated, as needed, but not less than once per year):

- Parents/guardians of child(ren) from birth through 2 ½ years will provide a document signed by a licensed physician or his/her designee that a physical evaluation has been made **within the preceding 3 months** and updated every year. Activity restrictions will be noted.
- Parents/guardians of children age 2 ½ years to school age (5 years +) will provide a document signed by a licensed physician or his/her designee that a physical

evaluation has been made **within the preceding 12 months** and updated every year. Activity restrictions will be noted.

### **MEDICATION**

The Michigan Department of Health governs child development centers with certain policies regarding the administration of medication to children. We adhere to these policies, by law, for the protection and safety of your child.

- If your child needs to take medication while at the center, you must fill out a Medication Permission release form. This form is available in the center office. The medication must be in its original container with prescription medication marked with the pharmacy label. The label must include the date prescribed, child's name, physician's name, the name of medication and instructions for usage/dosage clearly labeled, expiration date, and a telephone number for the prescribing physician. Also, please advise us of any side effects which may occur with this medication.
- "Over the counter" medications will be administered to your child **ONLY** if you sign a **Medication Permission** release form. This includes all dietary supplements, ointments, teething gels, powders, creams, etc.
- All medications will be given by the child's primary caregiver, assistant caregiver, the Center Director or Center Owner/Operator **ONLY**.
- If your child is taking a new medication, we ask that you administer the medication to your child at least 24 hours prior to attending GLCDC in order to provide ample time for you to observe your child's reaction to the medication.

### **COMMUNICABLE DISEASES**

There is a chance your child may be in contact with communicable diseases since your child will be in contact with many different children throughout the day. The list of possible diseases could include: Chicken Pox, Encephalitis, Hepatitis, Impetigo, Influenza, Lice, Measles, Meningitis, Mononucleosis, Mumps, Pink Eye, Ringworm, Rubella, Scabies, Scarlet Fever, Strep Throat, Whooping Cough, or others. If your child is ill with any contagious disease, please call as **AS SOON AS POSSIBLE**. A signed physician's note will be required stating your child is no longer contagious before he/she can return to GLCDC.

### **ALLERGIES**

You are responsible to note any allergies your child may have, in writing, on the emergency card and enrollment forms. This includes allergies to medications, foods, and/or environment. The staff is better able to determine the difference between a sick child and one suffering from allergies if properly informed of the child's health status.

### **ILLNESS POLICY/HEALTH SURVEILLANCE MEASURES**

We ask that children who are ill or have been exposed to any contagious disease be kept home until the illness has passed. Please remember a sick child will recover more quickly at home and will gain little benefit from being at the center. We need each parent and/or guardian's help in protecting the other children from contagious diseases.

- If a child becomes ill while at the center (temperature over 99.9 degrees F, is vomiting or has reoccurring diarrhea), that child will be isolated from the group and the parent/guardian will be notified. An unhealthy child is not comfortable in an active environment. The caregiver will contact a parent/guardian when these measures are necessary and we will expect a one-hour pick-up from the time of notification.
- The caregiver will place a child who is too ill to remain in the group, in a separate area where he/she may be comfortably cared for and supervised until taken home or suitably cared for elsewhere. Items, including cots, bedding, utensils and toys used by the ill child will be removed from the room. Toilets and lavatories used by the ill child will not be used by any other person until those facilities have been thoroughly cleaned.
- GLCDC is responsible for reporting to the parent/guardian any observed changes in a child's health or any accidents your child may have been involved in. We will observe and make you aware of any unusual signs in your child's behavior or any of the following symptoms: pale or flushed skin color, unusual number of bowel movements, headaches, stomach aches, ear aches, rashes, hives, bumps, running nose, elevated temperature, wheezing, coughs, vomiting, gagging, and lack of energy during play or any sign of distress (such as excessive crying). Not all cases will lead to dismissal for the day, but will be monitored and recorded for future reference.
- A child will remain home until he/she is free of a temperature and or vomiting/diarrhea for at least a 24-hour period.

## **HEALTH CARE PLAN**

### **HAND WASHING**

The following procedures will be used by staff for hand washing:

- Have a single service towel available
- Turn on water to a comfortable temperature between 60-80 degrees
- Moisten hands with water and apply soap
- Rub hands together vigorously until a soapy lather appears and continue for at least 10 seconds
- Rub areas between fingers, around nail beds, under fingernails and jewelry, and back of hands
- Rinse under running water until free of soap and dirt; leave water running while drying hands
- Dry hands with a clean, disposable paper towel or single-use cloth; use drying towel to turn off tap

The following are not approved substitutes for soap and running water:

- Hand sanitizers
- Water basins
- Pre-moistened cleansing wipes

### **HANDLING BODILY FLUIDS**

The staff will use precautions when handling bodily fluids as instructed in the blood-borne pathogen training. Steps used will include:

- Staff will put on gloves
- Clean bodily fluid during diaper change or other occasions when bodily fluid is present
- Wash diapering or other surface with soap and water, rinse, and sanitize
- Wash hands of child
- Take off gloves and wash hands

### **CLEANING AND SANITIZING**

The following steps are to be used for cleaning and sanitizing:

- Wash areas/surface with warm water and soap/detergent
- Rinse area/surface with clean water
- Submerge, wipe or spray area/surface/article with sanitizing solution
- Allow area/surface/article to air-dry

### **SANITIZING SOLUTION**

- Water and non-scented chlorine bleach solution with a concentrate of 1 tablespoon bleach to one gallon water
- Commercial sanitizers specified on the label to be safe for food contact surface and used according to the manufacturer's directions

### **CONTROLLING INFECTIONS**

- See universal precautions above
- Toys that are mouthed will be removed washed, rinsed and sanitized. Other toys and equipment will be washed immediately if dirty and/or on a daily basis
- Bedding will be stored so that it does not come in contact with other children's bedding. Cots will be washed daily if used by different children or weekly if used by one child.
- Children who have any type of communicable disease/conditions will be removed from care and may return only with a doctor's note.
- Children who become ill will be isolated from the other children until they are picked up.

### **HEALTH RESOURCES**

- Immunization information -- contact your child's physician or your county health department
- Macomb County Health Department -- 1-586-469-5520
- WIC (Women, Infants & Children) -- 1-586-469-3750

### **Emergencies**



Should an injury occur at the center, our policy is to notify the parent/guardian immediately. In the event medical attention is necessary and a parent or guardian cannot be reached, we will take the child to the nearest hospital emergency room, as indicated on the **Child Information Card** which authorizes licensed physicians to administer medical attention to minor children. This line **MUST** be filled in when completing this card.

### **Discipline**

The staff at the center will use positive methods of discipline which encourage self-control, self-esteem and cooperation among the children (conflict resolution). The staff most definitely will not use hitting, shaking, biting, pinching, pulling, slapping, kicking, or any other form of corporal punishment as a form of punishment for the children. Children will not be confined in an enclosed area nor will their movements be resisted by binding or tying. No child will be deprived of meals, snacks, rest or necessary toilet use as a means of discipline.

Staff will not inflict mental or emotional punishment in the form of humiliation, shaming or threatening a child. Non-severe discipline or restraint may be used when it is reasonably necessary based on the child's development to prevent harm from him/herself or prevent harm from other persons or property.

There are times when a child needs "time removed." In this case a child will sit in a chair until they are in control and ready to rejoin the group activities. This period of time is always less than 5 minutes and is based on the child's age (four minutes for a 4-year-old, three minutes for a 3-year-old, etc.).

### **Food Program and Nutrition Policy**

Cooking and food preparation facilities are fully approved by the Health Department. A nutritious mid-morning snack, hot lunch and afternoon snack are served daily. Menus are planned in accordance with the recommended standards for preschool children. A menu is posted next to the sign-in sheet. If there is an item your child does not prefer, or is allergic to, it is your responsibility to send in a replacement for that day.

All meals are served family style (all eaters sit down at the table together). This allows for the practice of good table manners. Per licensing, our facility capacity is 150. Staff members are unable to warm up your child's lunch with only one microwave in the teacher's lounge. If you want your child's lunch to be warm, have their lunch in a thermos.

You may bring your child's breakfast from 7:00 to 8:30 a.m. We will assist by providing milk, utensils and/or a plate, bowl and cup.

### **State Licensing Information**

Notice of availability of the center's licensing notebook. The notice shall include all of the following: A. The licensing notebook contains all the licensing inspection and special investigation reports and related corrective action plans since May 28, 2010. B. The licensing notebook is available to parents during regular business hours. C. Licensing inspection and special investigation reports from at least the past 2 years are available on the child care licensing website at [www.michigan.gov/michildcare](http://www.michigan.gov/michildcare). The website address must be in bold print.

## **On Your Child's First Day**

Fee Contract  
Health Appraisal (within 30 days)  
Nutrition Policy  
Policy Agreement  
Placement Contract

### **Should Be Turned In Prior To Start Date**

Child Information Card  
Registration Fee  
Immunization Record

If needed: diapers, formula and/or baby food, pacifiers. Formula **MUST** be labeled with the child's name, date and name of formula.

A crib-sized blanket and pillow, if desired for rest time. Children in cribs will need a crib sheet (pack and play size). All blankets, pillows and sheets must go home every Friday to be laundered.

An extra set of clothing for "accidents" – clearly labeled in a zip-lock bag with child's name and stored in their cubby box.

Watch the calendar for each day's special activity. Your participation will add to your child's enjoyment of these activities.

All items brought to the center must be labeled clearly with your child's name.

Toy and play items from home are discouraged as we have plenty of toys and activities here at the center.

If you have any questions or concerns about your child's day, please feel free to call. As always, feel free to stop in at any time.

## **Infant Room Daily Schedule**

**7:30** – Center Opens

**7:30-9:00** - Arrival, breakfast, independent play,

**9:00-10:00** - Gross Motor, Audio, Visual, and Fine Motor Stimulation

**10:00-10:30** - Morning Snack Time

**10:30-11:00** - Independent Play

**11:00-12:00** - Lunch (using individual feeding plans)

**12:00-2:00** - Rest time – one-on-one time for infants not sleeping

**2:00-2:30** - Independent Play

**2:30-3:00** - Gross Motor, Audio, Visual, and Fine Motor Stimulation

**3:00-3:30** - Afternoon Snack Time

**3:30-5:30** - Independent play

**5:30** – Center Closes

\*In the infant room we follow each child's individual feeding and sleeping plans

\*Diapers are given every two hours unless needed before the two-hour mark

## **Early Toddler Schedule**

**7:30** – Center Opens

**7:30-8:30** - Arrival and breakfast

**8:30-9:00** - Free choice play

**9:00-9:15** – Large group (Welcome, songs, finger-plays, planned activities)

**9:20-9:35** – Sensory and Art

**9:35-10:00** - Diapering and wash up for snack

**10:00-10:15** - Morning snack

**10:15-10:45** - Outside play (weather permitting)

**10:45-11:30** - Wash up and independent play

**11:30-12:00** Lunch

**12:15-2:30** - Rest time

**2:30-3:00** - Getting up from rest, diapering, free choice play

**3:00- 3:15** - Afternoon snack

**3:20-3:30** - Large group (songs, finger-plays, and planned activities)

**3:30-4:00** - Small group activities

**4:00-5:30** - Free choice play

**5:30** – Center Closes

\*Diapers are changed every two hours unless needed before the two-hour mark

## **Toddler Room Schedule**

**7:30-8:30** - Arrival and breakfast

**8:30-9:10** - Free choice play and diapering

**9:10-9:25** – Large group (Welcome, songs, read aloud, finger-plays, planned activities)

**9:25-9:40** – Sensory and Art

**9:40-10:00** - Clean up and wash up for snack

**10:00-10:15** - Morning snack

**10:15-10:45** - Outside play (weather permitting)

**10:45-11:30** - Wash up, diapering, and free choice play

**11:30-12:00** Lunch

**12:15-2:00** - Rest time

**2:00-2:20**- Getting up from rest, diapering

**2:20-3:00** - Free choice play

**3:00- 3:15** - Afternoon snack

**3:20-3:30** - Large group (songs, finger-plays, and planned activities)

**3:30-4:00** - Small group activities

**4:00-5:30** - Free choice play

\*Diapers are changed every two hours unless needed before the two-hour mark

## **Early Preschool Daily Schedule**

**7:30-8:30** – Arrival, breakfast, independent play

**8:30-9:00** - Playing in learning centers

**9:00-9:15** - Diapering

**9:15-9:45** - Large group

**9:45-10:00** - Morning snack

**10:00-10:30** - Outside play (weather permitting)

**10:30-11:00** - Small groups and art

**11:00-11:30** - Diapering and wash up

**11:30-12:00** - Lunch

**12:00-2:30** - Rest time

**2:30-3:00** - Diapering

**3:00-3:15** - Afternoon Snack

**3:15-3:45** - Outside play (weather permitting)

**3:45- 4:00** - Come inside and wash up

**4:00-4:15** - Diapering

**4:15-4:30** - Large Group

**4:30-5:30** - Small Groups and play in learning centers

## **Preschool Daily Schedule**

**7:30-8:30** – Arrival, breakfast, independent play

**8:30-9:00** - Playing in learning centers

**9:00-9:15** - Diapering

**9:15-9:45** - Large group

**9:45-10:00** - Morning snack

**10:00-10:30** - Outside play (weather permitting)

**10:30-11:00** - Small groups and art

**11:00-11:30** - Diapering and wash up

**11:30-12:00** - Lunch

**12:00-2:30** - Rest time

**2:30-3:00** - Diapering

**3:00-3:15** - Afternoon Snack

**3:15-3:45** - Outside play (weather permitting)

**3:45- 4:00** - Come inside and wash up

**4:00-4:15** - Diapering

**4:15-4:30** - Large Group

**4:30-5:30** - Small Groups and play in learning centers

## **Pre- Kindergarten Daily Schedule**

**7:30-8:30** Breakfast

**8:00-9:30** Free Play and Learning Centers

**\*9:00-9:15** Show-and-Tell Wednesday Only

**9:30-10:00** Carpet Time (Calendar, Weather, ASL)

**10:00-10:15** Morning Snack

**10:15-10:30** Carpet Time (Letter and Number of the Week)

**10:30-11:15** Paperwork and Projects

**11:30-12:00** Lunch

**12:00-12:45** Recess

**1:00-2:45** Rest Time

**3:00-3:15** Afternoon Snack

**3:30-5:00** Free Play and Recess

**5:00-5:30** Clean Up and Go Home