

“Watch Me Grow”

Parent Handbook 2026



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Parent Acknowledgement

Watch Me Grow's parent handbook is used to outline the school's expectations, policies, and procedures that all families must understand and comply with. You have received this handbook as a partner in your child's development at Watch Me Grow. After reviewing this document, the consent form on the last page must be completed and handed back to the administration. This consent form states that you understand and adhere to all expectations, policies, and procedures of this learning environment. This handbook will be updated from time to time, and the most up-to-date copy will be made available to you.

Thank you for being a part of Watch Me Grow Family.

Watch Me Grow provides quality childcare, without discrimination, to all families. Communication between staff, parents and children is essential to providing quality childcare. Please feel free to discuss any concerns with the director.

Watch Me Grow Parent Handbook

We would like to take this opportunity to welcome you and your family to Watch Me Grow Intergenerational Childcare. At Watch Me Grow, we strive to provide a safe, high quality educational place for families with children between the ages of 6 weeks to 12 years old. We understand that leaving your child in the care of others can be a difficult decision. Our highly trained and dedicated educators will nurture and care for your child in a warm environment. Watch Me Grow has classrooms to meet the individual needs of your child. Each classroom takes into consideration the age, maturity, and developmental stage of your child.

Our Mission

Our goal is to provide healthy childcare through social, physical, emotional, and intellectual growth experiences. We believe that each child possesses special talents, needs, and feelings about themselves and the world around them. Our program will give each child many opportunities to become KIND, creative, independent thinkers, and to gain confidence in all areas.

We believe that intergenerational relationships, such as the bond created between grandparents and grandchildren, are an essential part of life. For children, it provides a connection with the past and an opportunity to grow and learn from their elders. For seniors, it fosters a vital sense of meaning, contribution and connection to the next generation. Accompanied by their teacher, children participate in planned and spontaneous activities with participants from the adjoining senior center. Through these daily interactions, the children and the residents create meaningful connections between generations, which helps to foster positive attitudes and understanding towards seniors, those with disabilities, and minorities as a whole.

Non-Discrimination

Watch Me Grow is designed for children from birth through 6th grade and does not discriminate on the basis of race, gender, religion, or national origin. All Children deserve

an early childhood education that is responsive to their families, communities, racial, and cultural backgrounds. Watch Me Grow is committed to respecting and celebrating each child's culture and diverse needs.

Intergenerational Programming

Our whole-child approach includes a unique intergenerational program that brings young and old together in a stimulating co-learning environment. As children and seniors share memories, play games, and create together, an unmistakable bond forms that transcend generations. Children learn to think beyond their small worlds and Seniors feel a new sense of purpose. For children who do not live near their own grandparents, this connection can be especially poignant and meaningful. Our convenient shared Watch Me Grow location offers children and seniors daily opportunities to interact and build friendships through staff-supervised activities. Activities could include rocking a baby, story time, music, exercise activities, gardening, and arts and crafts.

Current Year 2025-2026

<u>Ages Served</u>	<u>Rate</u>
Infants and Toddlers	\$275.00 Full-time
Preschool (potty trained)	\$260.00 Full-time
Before and After School Care	\$18 per day

Tuition

Tuition statements will be sent out the week before they are due. Payment is due prior to care for the week. Children will not be permitted into care without payment. Payments are accepted via cash, check, ACH, or the Brightwheel app.

Please make checks payable to Watch Me Grow.

- Watch Me Grow accepts You are responsible for the amount due each week and will be reimbursed once DHS payment is received.
- Failure to pay your amount will result in termination from the Center.

- Parents are encouraged to use the automated payment feature in Brightwheel. There is a 2.8% online processing fee for making payments with a credit card. There are no processing fees for ACH withdrawals or subsidies.
- If you decide to keep your child home for any reason, you will not be reimbursed.
- The director is the only person allowed to make changes to your tuition agreement.
- If we need to send children home due to power outages, fire, tornado or any other natural disaster, you will still be required to pay for the day.
- If checks are returned due to insufficient funds, a \$35.00 fee will be assessed, and the child will not be permitted into care until the payment is resolved.
- If two checks come back as “Returned checks” for insufficient funds, you will then be required to have a certified check from your bank or pay in cash

Hours of Operation

The Center is open Mondays through Fridays: Hours: 6:00am - 6:00pm. Parents may visit the center anytime during these hours.

Days Center is Closed

The days below are ALL paid days. You are still required to pay normal fees on the weeks these closed days occur.

Major Holidays which include:

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| • Good Friday April 3rd | • Day after Christmas Dec. 28 |
| • Memorial Day May 25 | • New Year’s Eve Dec. 31 |
| • Friday July <u>3rd</u> | • New Year’s Day Jan 1 |
| • Labor Day Sept. 7 | • |
| • Thanksgiving Day Nov 26 | |
| • Day after Thanksgiving Nov 27 | |
| • Christmas Eve Dec. 24 | |
| • Christmas Day Dec. 25 | |

(If a holiday falls on the weekend, the center will be closed on the Friday before or the Monday after the holiday.)

Staff Education Days- TWO days per calendar year

The childcare staff are required to obtain a certain number of continuing education hours each year. We will be closed TWO days per calendar year to allow staff training.

2026 Staff Training Closed Dates: TBD

Snow Days

Watch Me Grow will be closed for snow days only if the roads are impassable. You can find out if we are closed on Wood TV 8, FOX17 or WZZM 13. The director will also give notice through the Brightwheel App if the center closes for any reason.

Early Release and No School Days

Being aware of and signing up for half days, no school and other care outside of your child's contracted hours is the responsibility of the parent and is not guaranteed.

We will provide lunch for the students on No School days. **½ days they must bring their own lunch.** If your child does not have lunch and we have something to offer, we will provide them with one with a \$5 fee. If we do not have an extra plate to offer, we will call for you to bring them lunch.

Staff Ratios

We are licensed by the State of Michigan, through the Child Care Licensing Division and are required to comply with all state regulations for childcare centers. A copy of the Licensing Rules for Child Care Centers can be found in the Director's office or at www.michigan.gov/michildcare. We are currently licensed for a total capacity of 89 children, as follows:

Infants	12	6 weeks – 15/18 months	1 caregiver to 4 infants
Toddlers	12	18 months – 30 months	1 teacher to 4 toddlers
3's Preschool	20	30 months- 3 years old	1 teacher to 8 children preschool
GSRP	16	4 years old	1 teacher to 12 children preschool
4 Years old			1 teacher to 18 children
School Age	30	5 to 12 years old	1 teacher to 18 children Program

Children with Special Needs

Children with special needs will be accepted into our program under the guidelines of the Americans with Disabilities Act (ADA). Watch Me Grow will accept children with special needs whenever possible. The staff will work with the children's parents, physician, therapist and other professionals and will make referrals to appropriate settings when necessary. The more information provided about the child and resources he or she requires, the better the center will be able to meet those needs. All families will be treated with dignity and with respect for their individual needs and/or differences. Watch Me Grow will be responsible for ensuring that confidentiality about special needs is maintained for all families and staff in the program. Children with special needs will be given the opportunity to participate in the program to the fullest extent possible. To accomplish this, childcare programs may consult with agencies/organizations as needed, provided parental permission is granted. The knowledge of parents and health care professionals involved in the care of the child with special needs will be consulted to determine accommodation and or therapy requirements. If Watch Me Grow is unable to meet the needs of the child, we will give two weeks' notice so you can find more appropriate care.

Student Confidentiality

Information pertaining to the child and his or her family is kept confidential at all times. Occasionally, records may be reviewed by agencies for information that is vital to the child's wellbeing. Student files are kept confidential and are monitored by the staff to maintain current records.

Enrollment

When enrolling your child at Watch Me Grow, a \$100 non-refundable registration fee per child will be charged to reserve their spot. The following documents must be fully completed and turned in by the week prior to your child's start date.

- Child Information Record
- Health Form
- Copy of Immunization Records
- Parent Handbook Acknowledgement
- "About Me" form

Waiting List

Due to the high demand for childcare, a waiting list may develop. Admission from the waiting list is based on the child's age and the availability in the rooms. Priority will be given to families with children already enrolled at Watch Me Grow.

Brightwheel

Brightwheel is an online program Watch Me Grow utilizes for classroom management and parent communication. Our goal in using this program is to strengthen parent teacher communications, increase our efficiency and allow more time with the children. It also helps to provide you with more peace of mind knowing that your child is having fun and learning throughout the day.

To get started using this program: You will receive an email from the childcare center inviting you to register. (This is after you have turned in your paperwork to childcare)

Curriculum

Watch Me Grow will provide a developmentally appropriate curriculum throughout the day. We use Experience Learning and Connect4 Learning Curriculum throughout the center, infants through preschool. Children will participate in activities that involve large and small motor skills, listening, writing, sensory exploration, discovery, social interaction, dramatic play, and creative activity through art, music, and literature. Copies of the weekly curriculum will be posted in each room. Watch Me Grow will be using CORE in our preschool classrooms as an assessment tool for tracking development. In the Fall and in the Spring each room will connect you and your child by having a conference to discuss the growth that they have achieved.

Child Guidance and Classroom Management / Discipline

Our first approach to discipline at Watch Me Grow is through positive methods using appropriate guidance. Our teachers act as guides to your child to model correct behavior in the classroom. Appropriate guidance includes redirection, diversion and substitution.

- Redirection occurs when a child needs a break from a current activity and can refocus energy in a positive experience.
- Diversion occurs when we intercede in a situation by providing alternative ways to continue.
- Substitution encourages a child to move to another activity that will provide the same response to their needs.

Watch Me Grow teachers use these techniques according to the child's age and maturity. Children learn through experience in early childhood programs. By trying activities in a

variety of ways, children build a memory of how it works, why it works, and what to do next. These stages of growth and development are valuable builders as children associate with other children and adults in their world. Concerns observed in the classrooms by teachers will be discussed with the directors and brought to your attention individually. The goal in early education is to help children grow toward independent thought and actions. The ability to acquire self-control will be an expected outcome by the end of the preschool year.

Watch Me Grow teachers will appeal to their better nature with love and explain rules and restrictions for activities so children will learn safe limits. Teachers will teach the child awareness of personal consequences through kindness and will allow students to work out differences, and offer suggestions if students have difficulties. Teachers will communicate approval for cooperative and correct play and will help students think of better ways to accomplish tasks. Good manners will be modeled and used in the classroom. Teachers will use positive reinforcements such as rewards to encourage the children to help with cleanup and other tasks in the classroom.

Watch Me Grow teachers believe in praising appropriate and positive behaviors. They take into account that every child is an individual. Responses to unacceptable or negative behaviors might include redirecting the child to another activity or reasonably discussing the problem.

Watch Me Grow, teachers will have expectations and enforced rules. Children will be able to make choices. Teachers will use positive language – what can a child do rather than not do. Teachers will give clear messages, be consistent, and provide encouragement and model appropriate behaviors.

Watch Me Grow teachers will acknowledge children's feelings, anticipate problems, recognize differences and create a trusting environment. Teachers will allow students to be creative and allow students to take risks. Teachers will create an atmosphere of belonging and help children focus on solutions.

The Watch Me Grow teachers will meet the needs of the students. By making sure that children are rested, fed and healthy they will be given opportunities to develop in active, emotional, intellectual, and social ways, the children should be happy, well-adjusted as they enjoy their lives and the people around them.

All the following means of punishment are prohibited:

- (a) Hitting, spanking, shaking, biting, pinching, or inflicting other forms of corporal punishment.
- (b) Placing any substances in a child's mouth, including but not limited to, soap, hot sauce, or vinegar.

- (c) Restricting a child's movement by binding or tying him or her.
- (d) Inflicting mental or emotional punishment, such as humiliating, shaming, or threatening a child.
- (e) Depriving a child of meals, snacks, rest, or necessary toilet use. (f) Excluding a child from outdoor play or other gross motor activities. (g) Excluding a child from daily learning experiences.
- (h) Confining a child in an enclosed area, such as a closet, locked room, box, or similar enclosure.
- (i) Time out must not be used for children under 3 years of age.

Arrival

Upon arriving at the school, parents must walk their child into the building. Upon entering you will be greeted, your child signed in and "buzzed in" access to the childcare portion of the building. You ARE NOT allowed to let anyone that is waiting through that access door with you. This is for the safety of our staff and students. Please assist your child with putting away their belongings and walking to their designated room. Please remember to sign your child in/out daily. This is a requirement and helps with attendance in case of an emergency.

Please be respectful and call the office if you do not plan on attending for the day. If you run late, please message the center's app or call the office to let us know. If a child is out due to illness, make sure to let us know. We ask that children need to be checked into childcare by 10:00 AM each day, unless prior arrangements have been made for appointments or other special circumstances.

This helps ensure that all children can settle in comfortably and participate fully in the day's activities. If you anticipate needing to drop off later than 10:00 AM, please let us know in advance.

Sample Routine

6:00 AM	Arrival Time/Good Morning
7:00-8:00 AM	Breakfast
8:00-8:15 AM	Clean up / Disinfecting / Handwashing

8:15-9:15 AM	Exploring / Learning / Activity
9:15-9:30 AM	Snack Time
9:30-9:45 AM	Clean up / Disinfecting / Handwashing
9:45-11:15 AM	Outside / Learning / Activity
11:15-11:30 AM	Clean up / Disinfecting / Handwashing
11:30-12:00 PM	Lunch
12:00-12:30 PM	Clean up / Disinfecting / Handwashing
12:30-2:30 PM	Rest / Quiet Time
2:30-3:00 PM	Clean up / Disinfecting / Handwashing
3:00-3:30 PM	Snack / Clean-up / Hand Washing
3:30-5:30 PM	Outside / Learning / Activity
5:30-6:00 PM	Goodbye Time / Clean-up / Disinfecting

Departure

Only those you authorize in WRITING and SIGNED by the parent or guardian will be able to remove the child from care. We must know in advance if anyone is allowed to pick up that is not on your list. This must be done in writing on our center app, email, or a phone call to the office. The child will not be allowed to leave until proper identification is shown for the individual picking up. Under no circumstances will a child be allowed to leave

without prior written permission. We ask that no child exits the building without an adult, this is to keep everyone safe in and around the parking lot.

Late and Emergency Pick-up procedures

We understand that any number of unforeseen things can prevent a timely pick-up. Parents are required to phone the center if they will be delayed picking up their child. Watch Me Grow closes at 6:00 pm. If you are late in picking up your child at the end of the day, an additional \$2 per minute will be charged for each minute after 6:00 pm. If you are late on a continuous basis, we will need to discuss if our center can meet your childcare needs.

If prior notification of a late pick-up has not taken place, the following will occur:

- Ten (10) minutes after scheduled pick-up time, the parent(s) will be called. If they cannot be reached, the emergency contact person will be phoned. The child will remain with a staff person until the child is picked up. Late fees will be assessed upon pick-up. Please notify the Center of any changes in your personal information, such as your address or telephone numbers for home or work. We must know where to reach you at all times. If any changes need to be made on the Child Information Card regarding who is allowed to pick up your child, please let us know. If you will not be at your work site on a particular day, please provide us with the appropriate phone numbers. You may either note this on the sign in sheet, e-mail us at Stephanie@villagelearningcenter.com, or you may leave the director a note.
- If no contact has been received and emergency contacts are unavailable, within a Half (1/2) hour after closing time, the police will be notified. A staff member will remain with the child until a Social Services representative arrives to get your child. You must then contact the local authorities to pick up your child. Staff members are forbidden from taking a child home. In the situation of an abandoned child or one who is chronically late to pick their child up will be the cause for termination of childcare services.
- A child will not be released to a person not listed on the authorized pick-up list, unless the childcare director receives written authorization from the responsible parent. A driver's license or other form of picture ID must be presented before a child is released to anyone other than a parent or the regular responsible adult.

Custody Order

We cannot keep one parent from the child unless there is a Custody order from the court appointed. We will need a copy at the center in the child's folder of the court order.

Nap Time

There is a required period of rest during the day FOR ALL CHILDREN under school age who are in care for more than five continuous hours; this is a state licensing requirement. Each child is assigned his or her own mat, cot, or crib for sleeping. Clean sheets and blankets are provided by Watch Me Grow. Your child/children are welcome to bring a favorite blanket, small travel pillow (no full-size pillows), or stuffed animals to sleep with. These items must fit and stay in your child's cubby except during rest time and must go home at the end of each week for washing. Some children will sleep, while others will rest. Naptime will vary in different age groups.

Children under 18 months are to sleep on demand. Infants are allowed to sleep on demand. Infants will not be allowed blankets or stuffed animals in their cribs. Sleep suits will be the only covering allowed for infants.

Toddlers and Preschoolers are required to rest. Your child is not required to sleep during this time. Quiet activities will be provided for children who do not sleep. If your child does fall asleep, due to licensing regulations, staff are not allowed to wake your child until rest time is complete.

Meals

The center will provide two meals and one snack daily. Any known food allergies, or copies of any restricted diet, must be on file at the center. The center will ensure children with special dietary needs receive meals and snacks in accordance with the child's needs. An alternative snack will be provided for children with allergies. Menus will be posted on the parent information board. Food substitutions will be noted on the menus. Watch Me Grow is participating in the Child and Adult Care Food Program (CACFP) in good standings and has a written nutrition plan. Meals and snacks will be in accordance with the minimum requirements of the CACFP. We serve a well-balanced, kid-friendly breakfast, lunch, morning and afternoon snacks. Breakfast is served at 7:30 a.m. We ask if your child is being dropped off later than 8am that they eat at home. We encourage the children to try new foods and will not offer substitutions. If a child doesn't like a particular item after they try it, we will encourage them to eat more of the other items offered. Milk will be provided. I encourage breastfeeding until age 2 and formula until 1 year of age. Infants and toddlers are fed on demand and encouraged to feed themselves and try new foods as they are developmentally ready. Infants begin learning sippy cup usage at 8 months old to help transition them away from a bottle by their first birthday. Moms are welcome to breastfeed their infants here and will be provided with a quiet space to do so. In the event a child has a food allergy such as eggs or gluten, I ask families to please provide their child's food for the day to help unwanted exposure. The items provided must meet food program

requirements. Parents are required to provide a doctor's note when a child is allergic to a specific food or milk.

Birthdays

Birthdays are special for children and will be recognized by the center. Parents are welcome to join in the celebration. Birthday treats are welcome. So that all children may participate if you bring a treat, please check with the Lead Teacher to make sure of any food allergies. Treats must be Store bought.

Transportation Policy

We are not currently offering any type of transportation.

Parent Notification of Incidents: parents will be notified if an incident occurs involving their child. The parents will be notified of the incident via the Brightwheel app as well as a written report to be signed by the parent and the director to go in the child's file. If parents would like a copy of this report, a copy will be made.

Biting Policy

A child biting another child is one of the most common and most difficult behaviors in group childcare. It can occur without warning, is difficult to defend against, and provokes strong emotional responses in the child who bites, the child who is bitten, the parents, and the caregivers involved.

For many toddlers, the biting stage is just a passing problem. Toddlers typically bite because they don't have the vocabulary to express their wants, needs, or feelings. They are in the process of learning what is socially acceptable and what is not. They discover that biting is a sure-fire way to cause the other child to drop what they are holding so the biter can pick it up. However, they experience the disapproval of the adults nearby and eventually learn other ways of gaining possession of objects or expressing difficult feelings.

For other children, biting is a persistent and chronic problem. They may bite for a variety of reasons: teething, frustration, boredom, inadequate language skills, stress or change in the environment, feeling threatened, or feeling a sense of power.

No matter what the cause, biting in a group situation causes strong feelings with all involved. It does help, however, to be aware of the potential problem before it happens, and to form a plan of action if it does occur. The staff of the Center, after consulting childcare

experts and manuals, has developed the following plan of action to be used if and when biting occurs in any of our rooms.

Before biting occurs:

1. Discuss the issue of biting with all parents at the time of enrollment.
2. Distribute written policy to all families and include the written policy in the enrollment packet.

When a child is bitten:

For the child who bites:

1. The child is immediately removed with no emotion, using words such as “biting is not okay – it hurts.” Avoid any immediate response that reinforces the biting or calls attention to the child. The caring attention is focused on the child who is bitten.
2. The child is not allowed to return to the play right away but will sit with a teacher and talked to on a level that the child can understand. “I can see that you want that truck, but I can’t let you hurt him. We don’t put our teeth on people.

Or “That hurts Johnny when you bite him, he is sad.”

3. Redirect the child to other play.
4. Write an accident report and notify the child’s parents.

For the child who is bitten:

1. Separate the children.
2. Comfort the child.
3. Administer first aid.
4. Write an accident report and notify the child’s parents.

If biting continues:

1. Room staff meet with the director on a routine basis for advice, support and strategy planning.
2. Chart every occurrence, including attempted bites, and indicate location, time, participants, behaviors, staff present, and circumstances.

3. Let all parents know that there is a problem and the procedures that will be followed to deal with it.

4. “Shadow” children who indicate a tendency to bite:

- ☐ Head off biting situations before they occur.
- ☐ Teach non-biting responses to situations and reinforce appropriate behavior
- ☐ Adapt the program to better fit the individual child’s needs.

5. “Shadow” children who have a tendency to be bitten:

- ☐ Head off biting situations.
- ☐ Teach responses to potential biting situations: “No” or “Don’t hurt me!”

6. Work together as partners with the parents of children who bite and children who are frequently bitten to keep all informed and develop a joint strategy for change.

7. Hold a conference with the parents of the biting child to develop a plan of action. Have follow-up meetings or telephone conversations as needed.

8. Consider early transition of a child “stuck” in a biting behavior pattern for a change of environment, if developmentally appropriate.

9. Prepare the parents of the biting child for the possibility that the child may have to be removed from the Center and help them to make contingency plans. Removal for the day will happen if biting has caused an open wound to another child or Teacher, or 3 biting incidents in one day. Parents will be called to pick up the child and the child may return the following day.

10. If it is deemed in the best interest of the child, center, and other children, termination of the child from Center enrollment for the duration of the biting stage may occur.

A written warning will be given to the parents before this action will be taken.

Health Precautions

In addition to the physician’s examination and immunization records required for enrollment, we will observe each child’s health. If your child develops symptoms of illness

during the day, we will immediately isolate him/her from the other children and call you to pick up your child, which needs to be done within an hour from the time of the call.

Exclusion Policy

For the health and well-being of everyone, children, staff and volunteers will be excluded from the childcare facility for any of the following:

- Fever, 100 or higher degrees within the last 24 hours and/or accompanied by behavior changes or other signs or symptoms of illness until a medical professional evaluation finds the child able to be included at the facility. If temp is taken under the arm, you must add a degree to make it accurate.
- Symptoms and signs of possible severe illness, until a medical professional evaluation finds the child able to be included at the facility. Symptoms and signs of possible severe illness shall include but not limited to.
 - Lethargy that is more than expected tiredness,
 - Unexplainable rash,
 - Uncontrolled coughing,
 - Green Discharge from the nose or eyes,
 - Inexplicable irritability or persistent crying,
 - Difficult breathing,
 - Wheezing, or
 - Other unusual signs for the child.
- Diarrhea, defined by 2 or more watery stools, decreased form of stool that is not associated with changes of diet, and increased frequency of passing stool, that is not contained by the child's ability to use the toilet. Children with diarrhea illness of infectious origin generally may be allowed to return to childcare once the diarrhea resolves, except for children with diarrhea caused by Salmonella typhi, Shigella or E. coli 0157:H7. For Salmonella typhi, 3 negative stool cultures are required. Children whose stools remain loose but who, otherwise, seem well and whose stool cultures are negative, need not be excluded.
- Blood in stools not explainable by dietary change, medication, or hard stools; ●
 - Vomiting illness (two or more episodes of vomiting in the previous 24 hours) until vomiting resolves or until a health care provider determines that the cause of the vomiting is not contagious, and the child is not in danger of dehydration.
- Persistent abdominal pain (continues more than 2 hours) or intermittent pain associated with fever or other signs or symptoms.
- Mouth sores with drooling, unless a health care provider or health department official determines that the child is noninfectious.
- Rash with fever or behavior change, until a physician determines that these symptoms do not indicate a communicable disease.

- Purulent conjunctivitis (defined as pink or red conjunctiva with white or yellow eye discharge), until after treatment has been initiated. In epidemics of no purulent pink eye, exclusion shall be required only if the health authority recommends it.
- Head lice (Pediculosis), from the end of the day until after the first treatment; and all nits are gone.
- Scabies, until after treatment has been complete
- Tuberculosis, until a health care provider or health official states that the child is on appropriate therapy and can attend childcare.
- Impetigo, until 24 hours after treatment has been initiated.
- Strep throat, or other streptococcal infection, until 24 hours after initial antibiotic treatment and cessation of fever.
- Chicken pox (Varicella-Zoster), until all sores have dried and crusted (usually 6 days).
- Pertussis, until 5 days of appropriate antibiotic treatment (currently, erythromycin which is given for 14 consecutive days) has been completed; ● Mumps, until 9 days after onset of parotid gland swelling.
- Hepatitis A virus, until one week after the onset of illness, jaundice, or as directed by the health department when passive immunoprophylaxis (currently, immune serum globulin) has been administered to appropriate children and staff members.
- Measles, until 4 days after onset of rash.
- Rubella, until 6 days after the onset of rash.
- Unspecified respiratory tract illness.
- Shingles (herpes zoster); Until rash is crusted over.
- Herpes simplex: Until rash is crusted over.
- RSV, until physician determines time.
- Hand, Foot, Mouth, until there has been no fever and no new blisters have developed in the past 24 hours AND all current blisters are dry and scabbed over.

Children must be symptom-free for a full 24 hours before returning to daycare after experiencing any symptoms that require removal or absence from care. This includes being fever-free for 24 hours without the use of fever-reducing medication. **Siblings of an ill child should also stay home to prevent disease spread.** All fevers/diarrhea/vomiting, regardless of cause, must meet this 24-hour symptom-free rule before the child returns. Children with any of the following illnesses or symptoms must be completely free of symptoms before returning: unusual lethargy, irritability, persistent crying without cause, runny nose (except clear), cough, difficulty breathing, diarrhea, vomiting, mouth sores, rashes, pink eye, chicken pox, mumps, measles, roseola, hepatitis A, impetigo, lice, bed bugs, ringworm, scabies, strep throat, scarlet fever, tuberculosis, shingles, or any other contagious disease or rash.

Disclaimer- Watch Me Grow will take the necessary precautions to contain and prevent the spread of contagious illnesses or diseases. However, Watch Me Grow cannot guarantee that contagious illnesses or diseases will be completely contained or will not be spread to other children. The parents must recognize that, while in our care, it is possible that the child may be exposed to a contagious illness or disease. The directors have the right to have a child seen by a physician before returning to the center in the case of a communicable illness.

Care of Ill or Injured Children

If your child becomes ill or injured while in our care, you or your designated alternate will be contacted to pick up your child immediately. Until you arrive, your child will be monitored and comfort measures provided according to program procedures. If staff believe it necessary, the child's health care provider will be contacted. You will have one hour from the time of the call to pick your child up. If you do not arrive within one hour, we will call the next emergency contact.

Parents are encouraged to secure back-up care for the times when your child will not be allowed at childcare because of illness. If neither parent can be reached, we will contact the child's emergency contact to pick up the child. If at any time we feel that a child requires emergency medical attention, your child will be transported to the hospital via ambulance. Parents are responsible for any bills incurred during their child's visit.

In the event of an epidemic, such as the flu or other illness that is becoming hard to manage for our staff and children, we reserve the right to close for a 24-hour period for cleaning, recuperation and sanitation of childcare.

Children can be readmitted to the center when they have been symptom free for 24 hours without medication or when they meet the above specified conditions.

You cannot bring a sick child in for a part day when they appear better. 24 hours means an entire next day, not 1:00 to 1:00.

Notification of Communicable Diseases

The director will notify all parents in the center through email or Brightwheel regarding any communicable diseases going through the center. A notification will be posted outside the classrooms, and all parents will receive an information sheet regarding any communicable disease. The Director will also notify the proper health authorities if any suspected case of reportable diseases.

First Aid

All qualified staff are trained and certified in CPR and First aid. If your child receives a minor injury, the teacher will wash the wound with soap and water and apply a bandage. An incident report will also be filled out for the parents to sign, as well as a message sent to the parents. Any further treatment must be done at home or the doctor's office. If staff decides this is an emergency situation, the office will be notified immediately of the incident and after the office calls 911 will notify the parents by phone. If necessary, the emergency medical service will transport your child to a medical facility as designated by emergency services. A parent/guardian or alternate listed on the Emergency Card will be contacted by phone and an attempt to contact your child's source of health care may also be made. Staff will not transport children in the event of an emergency. All incidents and accidents must be kept in a log for review of the childcare licensing.

If a child or a staff member receives an injury while at the center, an accident report is completed. The report includes information regarding the time and date of the injury, what happened, how it was treated, and a signature of the witnessing teacher. This report is provided to parents before the child leaves the center and is also recorded in the center's medical logbook.

Medications

All prescription medications brought into the center by parents must be in the original container with a pharmacy label affixed clearly indicating the child's name, doctor's name, medication name, required dosage, expiration date and directions for administering the medication.

The medication must be presented to the director/Lead Teacher along with a medical permission form completed and signed by the parent.

All medications will be administered by the office staff or someone on staff who is trained to do so. Medications will be administered only at designated times per the prescription label and will be documented.

Non-prescription medications (like acetaminophen or an antihistamine) will only be administered when accompanied by written permission from parents and will be administered based on dosage guidelines. Non-prescription medications must be in the original container and labeled with the child's first and last name.

Under no circumstances will medication be administered that is not properly labeled, in the original container, or without a signed permission form signed by the parent. This includes diaper creams, lotions, lip balm, etc.

Eucerin Lotion, Neosporin, Neosporin for lips, Chapstick, Vaseline and Hydrocortisone Cream are supplied by Watch Me Grow and can be applied to your child with a Medication Permission Slip signed by the parent.

Sunscreen and Insect Repellent

In the warmer weather months, we will supply sunscreen. If your child requires a particular brand then we ask that the parents provide their own sunscreen in the original bottle and labeled with their child's name. Parents also need to sign a sunscreen / insect repellent application permission form before the staff can apply sunscreen and insect repellent.

Watch Me Grow property will also be sprayed for bugs regularly. Watch Me Grow will NOT be providing bug spray. The surrounding properties and local parks will be utilized frequently and may not be sprayed as regularly. If you would like your child to have bug spray, then we ask that the parents provide their own bug spray in the original bottle and labeled with their child's name.

Clothing

- Children should wear comfortable clothing that could get messy. We do lots of hands-on activities and play outside.
- Children who walk must wear shoes. Sneakers are recommended.
- Parents are asked to supply an additional set of clothing labeled with their child's name and placed in a Ziploc plastic bag.
- If your child arrives wearing boots, they must have a pair of tennis shoes to change into. You are welcome to leave a pair at the center for convenience.
- Children must follow the Watch Me Grow dress code.
- Younger children may not wear short shorts, crop tops, and are encouraged to wear shorts under dresses
- Offensive clothing is not permitted (Offensive meaning: short shirts showing midriff, short shorts, inappropriate logo shirts, etc.)
- Please make sure that pants are pulled up so that the back sides are not showing.

The center cannot be held responsible for lost clothing or possessions. The center cannot be held responsible for clothing that is damaged while the child is admitted.

Personal Items Brought to Childcare

We ask that you leave your child's toys at home or in your car. We have many exciting toys to engage with at the center. We cannot be responsible for lost or broken toys brought from home. Toys will only be allowed with permission from the classroom teacher for sharing days or special events. Watch Me Grow reserves the right to take any item and will return

it at pickup. Please do not allow your child to bring in electronics, cell phones, games or watches that can be used as a phone. If they have them and a teacher sees them with it, it will be taken from the child and given to the parent at the end of the day.

Special Information for Parents of Infants and Toddlers

Infants

Please be sure that your child has the following items at the center on a daily basis labeled with his or her name:

- Diapers (full unopened package)
- Ointments – Any ointments to be used need to be labeled and have written authorization. No sprays or powders are allowed. Please consult with the director regarding all regulations pertaining to infant care when registering your child.
- Change of clothes
- Pacifier (Please leave more than one)
- Baby Food
- Jackets or sweaters – suitable for indoor and outdoor temperature changes.

All children will receive their own set of linens. Linens will be washed at the center daily or weekly.

Please bring all belongings to the center in a tote bag. Make sure that everything is labeled, especially pacifiers, baby bottles and caps. We ask that all bottles be accompanied with a labeled cap. We cannot be responsible for any unlabeled items. We will provide a label for your child's pacifier that is safe for their crib.

Children who wear diapers must have diapers covered by clothing (i.e., shorts cover diapers if in a dress)

Infants are fed, changed and napped on demand.

For bottle-fed infants

- We ask that all food be supplied by the parents, until the child is old enough to eat what is supplied by the center.
- Please prepare formula bottles at home and label them before bringing them to the center.

- Bottles need to be prepared by the parents in an assembled bottle and labeled with the date, pump date, name of child (first and last) and contents (formula or breast milk).
- We will only use the bottles once; we will not reheat them.
- Formula and breast milk left in a bottle at the end of a feeding will be discarded.
- Infants will be held when a bottle is given.
- Parents are encouraged to visit the center to feed, play and interact with their infant. You are welcome to come in to breastfeed your infant at any time.
- Infants that are too young to sit in a highchair will be held in a semi-sitting position or placed in an infant seat for feedings.

Safe Sleeping Position

In accordance with the recommendations of the American Academy of Pediatrics, we place infants on their backs to sleep alone. They may use swaddles to keep warm while sleeping up to the age of 8 weeks then they may use sleep sacks. Parents must make sure that their child is able to sleep in a crib when they start. If they need to be in an upright position when sleeping, we must have a doctor's slip with specific written instructions detailing an alternative sleep position or other special sleeping arrangements that include an end date.

Toddlers

In addition to the standard policies, the following items are needed for toddlers who are not toilet trained. Parents are responsible for bringing in:

- A box of diapers labeled with your child's name. Replace as needed.
- A change of clothes – labeled. Please include extra socks and shoes. It is very important that you do not put your child in clothing items that hinder their learning. (Onesies, long dresses, pants that are hard to get up, clothing with lots of snaps, etc.)
- Sweater or Jacket – suitable for indoor and outdoor temperature changes.

Toilet Training Procedure

When a child is ready to start toilet training the parent should discuss a plan with the child's teacher. Any questions regarding your child's readiness should be addressed to the child's teacher.

It is best to start toilet training when your child recognizes their diaper needs to be changed. At this point, children may be ready to learn and be able to control their bowels or bladder. Beginning to toilet train early will simply cause frustration for the child and place

unnecessary pressure on them. Toilet training is generally recommended for children between the ages of two and three years old.

A child's cues and mannerisms initiate toilet training. These cues may include:

- Verbal requests
- Gestures of pulling pants down
- Leading caregiver to the bathroom
- Squirming in place
- Pointing gestures

Teacher's responsibilities include being sensitive to these cues by: ●

Asking the child to use the potty

- Assisting the child on scheduled visits to the bathroom
- Frequent verbal reminders throughout the day
- Posting pictures of sequencing potty routines
- Communication with parents

This growth period is a natural progression of independence. It is not viewed as a time to shame or humiliate a child who may have an accident or mishap during the stages of potty training. All efforts by the child will be positively acknowledged with praise and encouragement.

While using the bathroom, all children will be supervised and assisted when needed. The children will flush the toilet and will be assisted in washing their hands with soap and water. If the child was assisted, the caregiver will also wash her own hands.

If the child does have an accident, the teacher, using gloves, will assist in changing the child's clothes. Parents are responsible for bringing in extra underwear, pants, shirts, socks and shoes (labeled). These belongings are to be kept in a Ziploc plastic bag in the child's cubby. If a child is sent home in clothes provided by the center, parents are asked to launder and return them. Soiled clothing will be sealed in a plastic bag and returned to the parents at the end of the day.

Toilet training is an exciting process for both parents and child. We want to encourage communication between the staff and parents so we can work together as the child strives for independence.

Presence of Pets

We would like to reserve the option of having classroom pets. Loving and caring for these pets are a good life-learning lesson. A notice will go out to parents when pets are obtained in our classrooms.

We may at times bring in educational programs that may include animals such as farm animals, zoo animals etc., parents will be notified of these programs ahead of time.

Emergency Preparedness

Emergency consent forms are completed by the parents or guardians upon enrolling their child(ren) at the center. A copy of these forms is located in every classroom, and always available on the school app.

Watch Me Grow has an emergency procedure handbook created to define policies and protocols in emergency situations. This handbook is reviewed often, and all staff upon hire will be trained.

Drills

Fire drills will be practiced at random times of the day. The drills will occur at least once a month. Evacuation maps are posted throughout the school and easy to access and see at all times. All employees and students will be prepared for the drills, and review what happens during a drill often so that all are prepared! It is important that all remain calm and keep their heads during any emergency drill!

- The director or owner will inform the staff in advance that a drill will occur later in the week.
- The staff will talk to their children about the alarm, rules and procedures to take.
- The director or owner will complete the first drill log with the following information: date and time of the drill, number of children, number of teachers, and the length of time it took for the children and teachers to evacuate the building.
- Parents will be notified a drill occurred on this day.

Fire Emergency

In the event of a fire:

- The director or owner will sound the alarm, and the center will take action and perform the evacuations procedures.
- Children will proceed immediately to their designated outside center meeting spot.
- If possible, one staff member should try to grab the attendance sheets, emergency contact list, and electronic devices used for the app.

- The staff will take attendance of the children and check off their attendance sheets or communication app.
- If safe, the director or owner will quickly check hiding spaces in the center for any lost children. They will also check for any sources of smoke or fire during a real emergency fire situation.
- The director or owner will then meet the rest of the students and employees at the designated area.
- The director or owner will review attendance by checking the sign in and out sheets, or other documentation for student's attendance (Brightwheel).
- The director or owner will time the drill to see how long it took to evacuate the building.
- The director or owner will confirm with local law officials when it is safe to return to the building. The director or owner will assist with children who need support to return to the building like children of younger ages.
- The director or owner will complete the first drill log with the following information: date and time of the drill, number of children, number of teachers, and the length of time it took for the children and teachers to evacuate the building.

Tornado

Evacuation maps are posted throughout the school and easy to access and seen at all times.

- The director or owner will sound the alarm, and the center will take action and do the shelter in place/lockdown procedure.
- Children will proceed immediately to the designated lockdown site/shelter in place designated spot.
- If possible, one staff member should try to grab the attendance sheets, emergency contact list, and electronic devices used.
- Children will take the safety position by kneeling on their knees and elbows with their foreheads on the floor and covering their heads with their hands.
- The staff will take attendance of the children and check off their attendance sheets or communication app while also comforting children to take the proper safety position.

- If safe, the director or owner will quickly check hiding spaces in the center for any lost children.
- The director or owner will meet at the shelter in place designated spots to review attendance by checking the sign in and out sheets, or other documentation for student's attendance (Brightwheel).
- The director or owner will time the drill to see how long it took for the children to take shelter.
- The director or owner will confirm when it is safe to leave the shelter designated spot. The director or owner will assist children who need support to enter back into the program's main area.
- The director or owner will complete the first drill log with the following information: date and time of the drill, number of children, number of teachers, and the length of time it took for the children and teachers to evacuate the building.

Missing Child

If a child is not accounted for at any time, the staff member responsible for the child should:

- Search the premises for the missing child. Each area that a child could potentially hide should be searched, as well as the outdoor areas of the facility.
- The staff member should also double-check to confirm the location of the child by checking the sign-in and sign-out log.
- If the child is not located after all potential hiding spots and immediate outdoor areas have been searched, the facility director should be notified that the child is missing.
- Begin Lock Down procedure. All exits must be monitored by employees letting no one in or out of the facility.
- The staff member responsible for the child will call 911, since he/she will have the best knowledge of what the child was wearing that day, along with other distinctive features.

- The facility director will notify the guardians of the child that the child is missing from the facility.
- While the police are enroute to the facility, the staff will continue to search the facility for the missing child. The staff should look in every cabinet, closet, cubby, and every other location where a child may hide.
- The facility director will stay on the facility premises at all times to be the contact person for the police department, as well as the missing child's guardians.
- The police should be asked to activate an Amber Alert by the facility director.

Poison Procedures

- The Poison Control Center phone number will be posted on the list of emergency numbers by telephone.
- Poison emergencies or requests for poison information will be made by contacting the Poison Control Center Hotline at 1-800-252-2022 first – unless the person who has been poisoned is unconscious, not breathing, having trouble breathing or is having convulsions. If any of these conditions are present, we will call 9-1-1 first.
- Chemicals, medications, pesticides, paints, cleaning agents and other potentially harmful substances will be stored in locked areas that are inaccessible to children.
- Toxic substances will be stored away from food and food preparation areas.
- All chemical products and medications shall be stored in their original containers with original labels intact.
- Poisonous plants are not permitted in the center
- Staff must identify plants and determine “safe” prior to bringing them to the facility. If the plant is not on the poisonous plant list, please contact the poison control center (1800-252-2022 or 1-800-942-5969) for guidance.
- Food-handling staff will be trained in and follow Integrated Pest Management practices for the prevention of pests.

- If additional pest control is necessary, only a licensed exterminator will apply pesticides.
- Pesticides must be EPA approved with natural pesticides that are non-toxic to humans.
- Pesticides and other potentially toxic chemicals will not be applied while children are present. Application shall be in a manner that prevents skin contact and other exposure and minimizes odors. A staff member will observe the application of the chemicals and verify that they are applied according to instructions on the label.
- The Program Director will notify parents and staff before using pesticides.
- Following use of pesticides or other potentially toxic chemicals, the treated area shall be ventilated for the period recommended on the product label or by a nationally certified poison control center before being reoccupied.
- All staff purses and personal belongings will be securely stored to prevent access by children. Purses and other personal belongings may contain items unsafe for children including medications, lighters, pocketknives, and etc.

Our Responsibility in Reporting Suspected Child Abuse and Neglect

We take our responsibility very seriously. Abuse and neglect, whether physical or emotional, can happen in all types of families, from all walks of life and in varying degrees. The damage to children can last a lifetime and certainly affect their self-esteem and development process. When abuse occurs, both children and parents are the victims and need support, understanding and help. Watch Me Grow staff have been trained to recognize the signs and symptoms of abuse and neglect. Therefore, the law requires us to report suspected cases. Parents may ask the directors for a confidential referral to outside intervention and suggested resources for prevention and assistance in dealing with this sensitive subject.

Should abuse or neglect be suspected, these steps are the usual course of action:

- The director will observe the child, talk with the child and further seek to determine if abuse or neglect is a possible cause. These findings will be documented in the children's file.
- The staff and the director, in conjunction with the administration, will determine if there is a need to notify the Child Protective Agency. The staff member involved is required to make an independent report immediately.

- A social worker or representative of the CPA may visit the child at the center or in the child's home.

To protect the children in our care, the following measures are taken:

- Extensive screening of all staff members, including criminal background checks.
- Close observations and performance evaluations of staff.
- Monitoring the classrooms, activities and staff members with unannounced visits.

Licensing Agency

It is the right of the licensing agency to perform their duties as follows:

- Interview children or staff and to audit child and staff records without prior notices or consent.
- Observe the physical condition of the children, including conditions that could indicate abuse, neglect, or inappropriate placement and, if determined necessary, provide protective custody.
- Please be assured that your child will be comforted and protected.

As a parent, you can always expect Watch Me Grow to adhere to all county, city and state regulations governing safety, fire, nutrition and child/staff ratios.

Grievance Procedure for Parents

If for any reason a parent wishes to file a complaint, he/she is to present it in writing to the Director explaining the nature of the complaint. The Director will act upon the complaint within one week and return a written reply to the parent. A copy will also be placed in the children's file. You may talk with the Director at any time regarding issues you may have.

If the parent disagrees with the outcome, he/she may then submit the complaint in writing to Watch Me Grow director, who will then investigate the issue and work towards a resolve for all parties. The parents will be given a written reply within a month. All communication will be placed in the children's file.

Termination of Enrollment by Watch Me Grow

In certain circumstances it may be necessary to discontinue a child's enrollment. This decision is based on the best interest of the child concerned, other children in the class and the well-being of everyone in the center. These circumstances include any child who, after many attempts, does not progress in their behavior and whose behavior affects the large group. This also includes any child whose needs cannot be met by the school's philosophies. Before termination, many attempts will be made to help the child thrive in our environment. These attempts include observation notes, therapy referrals, and tactics to

be used at home and onsite at the school. Watch Me Grow has the right to terminate a child's enrollment under specific circumstances.

The following measures will occur prior to the dismissal of a student from the school:

1. The teacher will document the student's behavior by providing detailed notes with dates and other insights into why the situation occurred and what happened.
2. The director, parents/guardians, and teachers will meet to discuss any behavior concerns.
3. A Behavior Plan for the Individual is created and agreed upon by all parties, including staff, parents, and administration. Behavior therapists and consultants may be used to support the staff when working with the child.
4. Staff and parents/guardians will have frequent communication to evaluate the success of the behavior plan.
5. Termination of enrollment may be a result in the following:
 - o Abuse (verbal or otherwise) of other children, staff, or property, by the child or parent.
 - o Continued violation of policies by child or parent or Disruptive or dangerous behaviors by child or parent
 - ☐ The center's inability to meet the child's needs or the parent's expectations.
 - o Non-payment of tuition.

This is a partial list, and management reserves the right to end the enrollment of a child at any time. Whenever possible, prior notification of two weeks will be provided to the parent in the event of enrollment termination. Watch Me Grow reserves the right to terminate without notice if parents and administration cannot reach an understanding.

Withdrawal From the Center

Parents may choose to withdraw their child (ren) at any time from Watch Me Grow. Tuition or registration fees will not be refunded. The administration asks that two weeks prior notice be given to the director in writing.

Child Care Licensing Rules

All childcare licensing rules can be located at www.michigan.gov/michildcare

Please submit this page with your registration materials.

We (I), _____, have read the parent handbook and understand my part in my child's development at Watch Me Grow. I will follow all the guidelines that have been put forth to me in the Watch Me Grow handbook.

Parents _____

Parent _____

Date _____

Director _____

Date _____