

Parents' Manual

ARE
ALL
LEARNING
CENTERS THE
SAME?

When you walk through the doors at Wee Love Day Care & Learning Center, you instantly know **this is not your typical learning center**. From our spacious and secure facility to our skilled and loving staff, we've spent years creating an environment where children, ages 2 weeks to 12 years old, can learn and grow-because just like you, we want what's best for your child.

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SAMPLE OF FORMS

- Change in Schedule Request Form
- Medication Permission and Instructions Form [DHS Form]
- Non-Prescription Topical Medication Authorization Form
- Pick-Up Authorization Form
- Vacation Notification Form
- We're Going on a Field Trip Form
- Parking Lot Procedure Illustration

Dear Parents,

Welcome to Wee Love Day Care & Learning Center. We are pleased that you have chosen our day care to meet your needs. Our goal is to help your child reach their full potential emotionally, socially, intellectually and spiritually while providing them with a comfortable, homelike atmosphere. We maintain only the highest standards of excellence.

Our Wee Love Staff will enrich your child's knowledge through daily instruction in language skills, reading, math, science, Bible stories, creative art and music. In addition, our spacious playground and full-size gymnasium provides a rich environment for our physical fitness program designed to enhance your child's gross and fine motor skills. As an extension of New Life Ministries, we provide your child with a safe, clean and innovative day care and learning center.

Our licensing, by the Department of Human Services (D.H.S.), allows us to care for all children ages 2 weeks to 12 years. Inspections of the program and facilities occur at regular intervals to ensure that all standards and state regulations are being met at all times. It is our policy not to discriminate on the basis of religion, race, national origin, sex or handicap in educational programs, activities and services. We comply with or exceed all requirements set forth by the State of Michigan.

Please take time to review this handbook and familiarize yourself with all forms, policies and respective responsibilities. We look forward to working together with you to meet your expectations for the health, safety and personal development of your child.

Sincerely,

Wee Love Day Care & Learning Center
Directors & Staff

SCHEDULE OF OPERATIONS

Wee Love Day Care & Learning Center (hereafter called Wee Love) will be open year round from 7:00 am to 5:00 pm, Monday through Friday. Wee Love will be closed on the following holidays:

- Labor Day
- Thanksgiving Day and the Friday following
- Christmas Eve Day
- Christmas Day
- New Year's Eve Day
- New Year's Day
- Good Friday/Monday following (Easter break)
- Memorial Day
- Independence Day

If a holiday falls on Saturday or Sunday, the Monday or Friday closest to that day will be observed. Full tuition will be collected for all holiday weeks.

ADMISSIONS, INITIAL FEES AND WITHDRAWAL

Wee Love provides care for children ages 2 weeks to 12 years. Admission is contingent upon the availability of space in our program for both full-time and part-time applicants. To register your child, simply complete the following steps:

- Fill out a registration form. Registration fee is \$50.00 (nonrefundable).
- Sign an enrollment contract stating the specific days including drop-off and pick-up times.*
- Complete all child record forms.
- A Non-refundable deposit is due at registration equivalent to one contracted week's tuition. (Deposit will be adjusted and monies due accordingly if there is a change in weekly rates.) Once the student is in attendance, the deposit will be applied for the last week of your child's enrollment if you have given the required two-week advance withdrawal notice. Pay one-week's tuition upon the child's first day of attendance.

To change an enrollment contract, the parent or guardian must fill out a "Change in Schedule Request Form" and submit it to Wee Love administration for approval.

A two-week notice is required when withdrawing your child from Wee Love. If your child is withdrawn without notice, your deposit will be forfeited. We reserve the right to terminate an enrollment if you fail to provide the necessary forms required, fail to pay tuition fees, are habitually tardy in picking up your child, or if we feel Wee Love is unable to meet your child's individual needs. If termination is necessary, your deposit will be forfeited.

- * **IF YOU EXCEED YOUR CONTRACTED TIME FOR THE DAY, YOU WILL BE CHARGED \$1.00 FOR EACH MINUTE BEYOND YOUR ALLOTTED TIME PER CHILD. (MINIMUM \$5.00 LATE CHARGE). ADJUSTED CONTRACTED DAYS/TIMES REQUIRE A "CHANGE IN SCHEDULE REQUEST FORM" AND CANNOT BE CHANGED WITHOUT PRIOR APPROVAL.**

TUITION POLICY

The budget for Wee Love Day Care & Learning Center is based upon the enrollment contract signed by the parent at registration. Our expenses remain constant; therefore, payment is required for any days missed including holidays, vacation days, sick days, snow days, and emergency closings. If your child is absent for an entire contracted week due to illness or vacation, half-tuition will be collected. (Make-up days are not allowed for any reason.)

PAYMENT:

Payment is expected on the first enrolled day of the week. The full weekly payment is required at this time or your child will not be permitted to attend Wee Love the following week. Failure to pay tuition could result in immediate dismissal from the program. Any overdue balance or a tuition payment not paid on time will incur a WEEKLY \$20.00 late fee.

Tuition Express, an automatic payment system, is the preferred method of payment. However cash, check, credit card, or money order made payable to "Wee Love Day Care" is also acceptable. There will be a \$20.00 service charge for any declined ACH or Credit Card payments and a \$40.00 service charge will be assessed for any returned check. Failure to pay service charges may result in immediate dismissal from the program.

ANNUAL REGISTRATION:

An annual registration fee of **\$50.00** is due **September 1st**.

COST:

The cost of our weekly services is stated in the "Tuition Cost Form". This form lists weekly and daily tuition amounts for full and part-time day care services. Beginning in 2021, we only accept 5 day schedules. Contracts will be honored for children who were enrolled prior to 2021 with part time schedules. We reserve the right to increase tuition at any time. Parents will be notified at least one month prior to any change.

DISCOUNTS:

There is a 15% discount for each subsequent child's tuition, when two or more children from the same family are registered for full-time care.

There is a 10% discount for children registered for full-time care, whose families tithe regularly to New Life Ministries.

RECEIPTS:

Annual statements of tuition payments are mailed out for tax credit purposes. You may request receipts of individual tuition payments if needed for reimbursement or otherwise.

HEALTH INFORMATION

HEALTH APPRAISAL & IMMUNIZATION STATUS:

The Macomb County Health Department, by law, establishes the requirements for immunizations children need to attend any childcare facility 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 initial attendance, you must provide the following documents to be kept on file at Wee Love:

- **Child Information/Emergency Card**
- **Signed, written permission to seek emergency care, unless the parent objects on the basis of religious beliefs**
- **Pick-up/Release Form indicating all individuals to whom Wee Love may release your child**
- **Health Appraisal (Submitted within 30 days)**
- **Lunch Agreement**
- **Certificate of Immunization**

Before the initial day of attendance, the parent will provide a **Certificate of Immunization** showing a minimum of at least one dose of each immunizing agent specified by the Health Department or Approved Waiver. These certificates will be kept on file at Wee Love. 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 Wee Love unless there is a signed statement by a licensed physician or his/her designee stating immunizations are in progress. Within thirty days of initial attendance, one of the following documents will be provided to Wee Love by the parent and kept on file at Wee Love (documents provided under this rule will be updated, as needed, but not less than once per year):

- Parents of children ages 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 of children ages 2 ½ years to school age 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.

PARENT NOTIFICATIONS:

The method of parent notifications regarding changes in your child's health, when your child experiences an accident, injury, or incidents, or when your child is too ill to remain in a group will include but not limited to:

- **Written** – notification sent home to parents
- **Texting** – non-life threatening
- **Emailing** – non-life threatening
- **Phone** – calling parents and/or designee's, professional medical service

All notifications will be made by the Director or Director's designee which includes, but is not limited to, the child's caregiver. For non-life threatening accidents, incidents, or injuries a written notification and/or a text will be the method of notification. A parent or designee will be called/texted when a child's illness warrants pick-up. If there is a serious accident, incident, or injury all methods of contact will be utilized until parent and/or designee is contacted. A parent will be notified immediately if a child sustains a head or face injury.

COMMUNICABLE DISEASES:

There is a chance that your child may be in contact with communicable diseases since your child will be in contact with many children throughout the day. The list of possible diseases could include: Chicken Pox, Croup, Encephalitis, Hand, Foot & Mouth, Hepatitis, Herpenagia, Impetigo, Influenza, Lice, Measles, Meningitis, Mononucleosis, Mumps, Pink Eye, Ringworm, RSV, Rubella, Scabies, Scarlet Fever, Strep Throat, Whooping Cough or others. If your child is ill with any contagious disease, please call us 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 Wee Love. Make-up days are not allowed for any reason.

When the center becomes aware of a child with a communicable disease, they are required to notify all parents of children in care, not just the parents of children who had direct contact/exposure to a communicable disease.

Wee Love's method of notification regarding communicable diseases, include but not limited to:

- **Posting** – Information is posted at both daycare entrances
- **Written** – notification sent home to parents and/or on Family Facebook Page
- **Texting** – sent via **New Life app** provided
- **Phone** – calling parents and/or texting

HEALTH SURVEILLANCE MEASURES:

An unhealthy child is not comfortable in an active environment. Wee Love is responsible for reporting to the parent any observed changes in their child's health or any accidents that their 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 flush skin color, unusual number of bowel movements, headaches, stomach aches, ear aches, rashes, hives, bumps, runny nose, elevated temperature, wheezing, coughs, vomiting, gagging, lack of energy during play or any sign of distress (i.e., excessive crying). Not all cases will lead to dismissal for the day, but will be monitored and recorded for future reference.

Parents need to have a back-up plan for care when their child is ill. This may be a grandparent, friend or neighbor that can care for the child if the parent needs to work but cannot bring the child to the Center or home. Please make sure you have a plan in place before you need it.

When a child becomes ill at the Center, 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 picked up. 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 areas have been thoroughly cleaned. The caregiver or office personnel will contact you when these measures are necessary and will expect immediate pick-up of the child.

EXCLUSION POLICY**

Children, staff, family members and volunteers cannot be present at the Center and will be excluded if any of the following exist:

- **Fever** – A child has a temperature of 100 degrees Fahrenheit taken by mouth or 99 degrees Fahrenheit taken under the arm or on the forehead. The child must be symptom free for 24 hours without aid of medication to return to the Center. (No fever reducing medication.)
- **Diarrhea** – If a child has two loose or watery stools, even if there are no other signs of illness. The child must be symptom free for 24 hours without the aid of medication to return to the Center. Exception: This may occasionally be caused by new foods a child has eaten or medications, but a call to the parent will be made to find out if this is the likely cause.
- **Vomiting** – If the child is vomiting, even if it is not accompanied by a fever. The child must be symptom free for 24 hours without aid of medication to return to the Center. Exception: Some babies may burp/spit up following a feeding – this is not vomiting.
- **Rash and Communicable Diseases** – (such as chicken pox, measles, lice, ringworm, pinkeye or other eye infections, scabies...etc.) Exception: mild diaper rash. This will require documentation from a physician clearing your child to return to the Center. If the child develops an unexplained rash, he/she will be excluded until a physician has determined it is not a communicable disease.
- **Crying and Complaining** – Any time a child is not his/her self, and complaining about discomfort or is cranky and crying more than usual for that child. The child should not return until he/she is acting normal.

- **COVID** – We as a Center look to the CDC and our state licensing department for our recommended guidelines concerning COVID. We ensure we will do our very best to keep all of our kids, families, and staff healthy and safe. Please see the attached addendum for the recommendations we are following.

Siblings & Families

When symptoms are not present in all family members, these will be considered on a case by case basis. Please be honest with the Center in the reporting of all symptoms.

** Children should be picked up immediately following parent notification if their child becomes ill at the Center. Failure to do so may result in child’s expulsion from the program. Parents should notify the Center with a diagnosis from the doctor when the nature of the illness is determined.

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 individual health status.

MEDICATIONS:

The D.H.S. governs childcare 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.

- Before any medication may be administered to your child, you must first complete a “Medication Permission and Instructions” form. (Sample provided at the back of the Manual.)
- All medications must be stored in original containers, with prescription medication marked with the pharmacy label. The label must state all the following information: date, child’s name, type of medication, expiration date, administration instructions and dosage and the name and telephone number of the prescribing physician.
- Written parental permission and instructions are required allowing us to administer dietary supplements and any non-prescription medications, such as ointments, teething gels, powders, etc.
- All medications will be given by the child’s primary caregiver, assistant caregiver, the Director or Assistant Director 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 Wee Love in order to provide ample time for you to observe your child’s reaction to the medication.
- Over-the-counter medication can only be administered according to the directions on the package. If a parent suggests a variation, a doctor’s prescription is required.

HEALTH CARE PLAN

HAND WASHING:

The following procedures will be used for hand washing:

- Have a single service towel available
- Turn on water to a comfortable temperature between 60-120*

- 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 or single use cloth; use drying towel to turn off tap

The following are **not** approved substitutes for soap and running water, except when not available:

- Hand sanitizers
- 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 occasion 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 followed 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 and 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 Clinic – Mt. Clemens (586.469.5372)
- Macomb County Health Department (586.469.5520)
- WIC (Women, Infant & Children) (586.469.5471)
- Neighbors Caring for Neighbors Clinic (586.469.3750)

ABSENCES

DUE TO ILLNESS:

When your child is too ill to come to Wee Love for the day, you are required to contact us before 9:00 am in order to give the staff adequate time to adjust to the change in their schedule. Please notify us of the nature of the illness and the anticipated length of time your child will be absent. Your child will not be allowed to return to Wee Love until he/she is symptom free and/or their body temperature has been less than 100 degrees for a 24-hour period without medication.

Parents are expected to adhere to contracted days. Missed days cannot be made up or traded. However, if your child is ill and does not attend the *entire* contracted week, you will receive a half-tuition credit towards your account. A "Change in Schedule Request Form" is available if the schedule is anticipated to be a long-term or permanent change. All changes must be pre-approved by director.

DUE TO VACATION:

Wee Love Day Care & Learning Center's fiscal year runs from September through August. We budget our costs based on anticipated expenses and contracts, therefore we charge for vacations.

Wee Love requires a written two-week notice prior to you removing your child from the program for vacation. A "Vacation Notification Form" may be obtained from the staff. We cannot guarantee your child's enrollment if proper notification has not been given regarding vacation time. If all requirements are met and your child is off the entire contracted week, a courtesy credit of half-tuition will be applied to your account.

DAY CARE CLOSINGS

DUE TO WEATHER CONDITIONS OR ANY OTHER REASONS:

In the event that the day care will need to close, our first resource to contact parents is through the **New Life** app provided. Our second course of action will be to post the reason on the Wee Love website, FB page and/or the entrance door to the day care. (If you need directions to download the free app, please contact the office.). Missed days cannot be made up or exchanged and parents are still financially obligated for contracted hours.

EMERGENCY SITUATIONS

EMERGENCY ILLNESS:

If your child becomes too ill to remain at Wee Love, as indicated previously in the handbook, you will be contacted immediately. If you cannot be reached, the staff will contact the person designated on the emergency card on file at Wee Love. Immediate pick-up is expected after notification.

EMERGENCY INJURY:

All lead caregivers and Directors have certified training in CPR and First Aid. Emergency medical care will be secured, if deemed necessary. Parents are required to sign emergency care forms that will be kept on file at Wee Love. Parents will be notified immediately if any serious injury or accident occurs. If you cannot be reached, we will contact the person designated on the emergency card on file.

FIRE/TORNADO EMERGENCIES:

Wee Love has posted emergency procedures and evacuation plans in a conspicuous place in the classrooms. All staff members are trained in their duties and responsibilities in response to an emergency. Emergency procedures will be reviewed with the staff at least twice a year. Wee Love conducts fire drills four times a year and tornado drills at least twice a year, to assure experience in prompt evacuation of the building in case of emergency.

EMERGENCY PICK-UP:

Wee Love will not release your child to anyone not listed on the emergency card. In the event that someone not on the emergency card is picking your child up at your request, we require you to notify the Director or Assistant Director by telephone and written permission via fax and/or text, in order for your child to be released. The person picking up your child will be asked to show valid picture identification before we will release your child to their care. Please give the person picking your child up instructions concerning the procedures and guideline requirements for departure.

EMERGENCY EVACUATION:

Wee Love has posted emergency procedures and evacuation plans in a conspicuous place in the classrooms. All staff members are trained in their duties and responsibilities in response to an emergency. Emergency procedures will be reviewed with the staff at least twice a year. In the event of a gas leak, power outage, or other man-made disaster and the building must be evacuated; the staff, along with the children, will be relocated to a predetermined location.

RELOCATION PLAN:

Relocation methods will include, but are not limited to, transportation via walking to the relocation site and/or transportation by staff vehicles. In the event we are unable to return to center, parents will be contacted for immediate pick up via mass **New Life App Text System** and/or calling numbers provided on emergency child information cards.

SPECIAL REQUIREMENTS

DRESS CODE:

Children should dress comfortably for their day at our Center. Please consider dressing them in clothes that can easily be fastened and unfastened, as we encourage independence as much as possible. Please be aware that the children should not wear clothes that are too dressy, as they will paint, crawl on the floor, and play outside when the weather permits. If novelty clothing is worn, please make sure it is "kid friendly" and non-offensive. Shoes and socks are mandatory for health reasons. Sandals are permitted in the summer, if your child can walk and run comfortably in them.

You must provide the following items for your child:

- One complete change of clothes, labeled with your child's name. Parents need to check occasionally to assure that the extra clothing is weather appropriate. If clothing is used, parents are responsible for replacing the change of clothes by the following day.
- One large zip-lock bag labeled with your child's name for storing extra clothing.
- Extra diapers and wipes, and/or training pants, all labeled with your child's name.

We are not responsible for any lost or missing articles of clothing left at Wee Love. It is advised that all clothing your child wears be labeled.

OUTERWEAR:

You are expected to properly dress your child for seasonal, outdoor play. The following are recommended items:

- **Winter:** Heavy coat, hat, gloves, scarf and boots** (please note: Boots are discouraged as "all day" footwear.)
- **Spring:** Sweater and raincoat or water-repellent spring coat
- **Summer:** Bathing suit, towel, sunscreen and water-shoes**
- **Fall:** Lightweight coat or heavy sweater and gloves

** **Seasonal footwear should not be worn for all day needs.** Children should have comfortable shoes to wear throughout the day for classroom and gym use.

NUTRITION POLICY

FOOD, FORMULA, AND MILK:

You are expected to provide your child with a nutritional, service ready boxed lunch (including beverage), daily. Please be sure to use a thermos or like container that will keep their food at the temperature needed to be maintained until served. We are not able to make room in the refrigerator for all the children's lunches, nor are we able to warm up individual entrees for the children, other than baby food.

- Children and staff properly wash their hands before all meals and snacks.
- All food, including snacks and beverages provided by Wee Love, meet or exceed the D.H.S. standards of nutrition.
- All food is cut in appropriate sizes, to avoid choking.
- Children are not forced to eat. Food is not used as a reward or punishment.
- All meals are served family style.
- Children who are in care for 4 to 6 hours are served 1 parent provided meal and 1 snack. Children who are in care for 7 to 10 hours are served 1 parent provided meal and 2 snacks or 2 meals and 1 snack

TODDLERS AND PRESCHOOLERS:

Parents are required to provide a service ready lunch and beverage daily for their child. The lunch, including all containers sent, must be clearly labeled with your child's first/last name and date. Your child will be served the pre-made lunch you have provided according to written agreement. Wee Love provides two nutritious snacks, including beverage. One is served in the morning and one is served in the afternoon.

INFANTS:

Parents of infants will provide a daily supply of all formula and/or milk and baby food, according to the guidelines listed below:

- Milk or formula will be prepared and placed in an assembled bottle unit before being brought to Wee Love.
- You are required to clearly label all bottles of formula or breast milk with your child's first/last name and the date; bottles need to be capped to protect the nipple from contamination.
- Each bottle and nipple you supply will be used for a single feeding only and returned to you daily.
- Only bottles labeled properly and dated for the present day will be used.
- Infants will be fed expressed breast milk or iron-fortified formula, *on demand*. Caregivers will cooperate with parents concerning proposed feeding schedules. All children unable to hold his/her bottle will be held in the caregiver's arms during feeding.

- Breast milk will be thawed under cold running water or in a refrigerator and must be warmed in a separate container from any other bottle, to avoid contamination.
- Bottles will be warmed in a bottle warmer. Bottles will not be permitted to stand at room temperature for extended periods of time, to avoid spoilage.
- All reusable bottles, nipples, bottle caps and other utensils will be sent home daily to be washed and sanitized by the parent.
- In addition to bottles, all food containers must be labeled with your child's first/last name and date.
- Solid foods will be introduced to the individual child according to the parent's or licensed physician's instructions.

SPECIAL PROVISIONS FOR CHILDREN **2 WEEKS TO 2½ YEARS OLD**

SLEEPING:

Children 12 months old and younger sleep in cribs with side rails and firm mattresses. As the children grow older, they transition to cots. Rocking chairs are provided for staff use when comforting and quieting the children.

RECORDS:

Wee Love maintains a continuing record of children up to 30 months of age in the areas of food intake, sleeping patterns, bowel movements. Developmental milestones, such as sitting, smiling, focusing on objects, first word, crawling and walking will be recorded and given to the parent daily.

DIAPERING AND TOILET TRAINING:

Parents/Guardian's are expected to supply all diapers and wipes labeled with your child's first/last name. Diapers should be disposable and the correct size for your child. The caregiver changes your child's diaper when they are soiled or wet.

Toilet training is planned cooperatively between the parent and the child's primary caregiver. This ensures the toilet training routine established is consistent between Wee Love and the child's home.

When toilet training, training pants with a plastic covering or pull-ups must be worn until the child is completely toilet trained. If you have more questions or would like suggestions, hand-outs are available in the office.

DAILY EVENTS

ARRIVAL:

To ensure that your child has a pleasant and safe arrival in the morning hours, we ask that you follow these guidelines:

- Please drop-off and pick-up your child by way of the circle-drive parking lot; turn into the driveway and pull all the way forward, using just one side of the driveway. If full, use side parking lot. When exiting the driveway, observe the "Left Turn Only" policy. Avon Street may not be used as a thoroughfare per city ordinance.
- Sign your child in using the touch screen located at the entrance, immediately upon entering the building, then walk your child to their room.* This will give them the assurance that you will return later. Assist the children in putting away their coats, outer garments and other supplies.
- All children need to be in class by 9 a.m.

* **Wee Love Day Care & Learning Center is not responsible for your child if you do not walk them into their room & sign them in for the day.**

DAILY SCHEDULE

Children will experience a developmentally appropriate program that includes physical, social, emotional, intellectual, and spiritual development. This will include the following types of activities that will be provided daily:

- Quiet and active
- Individual, small groups, and large groups
- Large and small muscle
- Child initiated and staff initiated
- Developmentally appropriate language and literacy experiences throughout the day accumulating for not less than 30 minutes
- Early math and science experiences

An example of a typical day would be:

- 7:00-8:30 am: Arrive/Free Choice at Learning Centers
- 8:30-8:45 am: Clean-up time
- 8:45-9:05 am: Circle Time (Could include calendar, weather, Bible story, theme-related activity)
- 9:05-9:20 am: Snack

- 9:20-10:20 am: Art/Math/Science/Sensory/Dramatic Play and/or Home Living
- 10:20-11:15 am: Clean-up time
- 10:30-11:15 am: Gym or Outdoor Play (Large Motor Activity)
- 11:15-11:30 am: Story Time/Tabletop Manipulatives
- 11:30-11:45 am: Prepare for Lunch/Wash Hands
- 11:45-12:15 pm: Lunch
- 12:15-12:45 pm: Prepare for Rest Time (Quiet Activities/Tabletop Manipulatives)
- 12:45-3:00 pm: Rest time
- 3:00-3:15 pm: Clean-up Cots, Prepare for Snack
- 3:15- 3:30 pm: Snack
- 3:30-4:30 pm: Craft, Learning Centers
- 4:30-5:00 pm: Gym or Outside Play/Centers/Prepare for departure

FOOD:

All meals at Wee Love are supervised. Your child will be served their lunch according to written agreement. In the case of a forgotten lunch, one will be provided at the cost of \$3.50 per meal. (This payment may be added in with the next tuition payment made.) Wee Love provides two nutritious snacks, including beverage. One is served in the morning and one is served in the afternoon. All food and beverages provided by Wee Love are posted and meets or exceeds the requirements set by the D.H.S.

We recommend that you feed your child a substantial, healthy breakfast before coming to Wee Love, as breakfast will not be formally served. If your child arrives at Wee Love before 8:00 am, you are responsible for bringing a nutritious, ready-to-serve breakfast, including a beverage.

REST TIME:

The D.H.S. requires Wee Love to provide adequate rest periods for all children enrolled in our program. We provide a crib/cot and a separate designated area for storage of your child's bedding. You are expected to provide the following: one sheet (port-a-crib sheet for those 2 ½ years and younger, crib sheet for those 3 years and older), small pillow, blanket, an extra-large zip-lock bag to contain bedding (no paper bags, please) and one special rest item, such as a stuffed animal, if desired. You are responsible to take bedding home once a week to be laundered and to return them for the next day of attendance.

INDOOR AND OUTDOOR PLAY:

Children enrolled at Wee Love will engage in indoor and outdoor gross motor activities daily. Please send your child in seasonally appropriate and comfortable clothing for these activities. All children are expected to participate in outdoor play unless you provide Wee Love with a doctor's notice stating otherwise.

DEPARTURE:

Your child will be very excited and proud of all of his/her accomplishments at the end of the day. Please follow these guidelines when picking up your child.

- Pick up your child in the appropriate room and sign him/her out using the touch screen located at the entrance/exit. Review daily activities, giving proper praise and collect all projects and belongings.
- Inform caregiver of your departure with your child.* Remember to sign your child out and check your child's mailbox for any pertinent updates.

***Wee Love Day Care & Learning Center is not responsible for your child after they have been signed out of Wee Love.**

SPECIAL EVENTS

PARENTAL VISITS:

Wee Love maintains an "open door" policy. You are welcome to visit your child anytime, as long as it does not disrupt the classroom schedule. Please check in to the office before going to the classroom.

BIRTHDAYS:

Birthdays are very important days for children. We will work with you to make your child's birthday a special time. You are welcome to provide a birthday snack for the children at Wee Love, but are asked to obtain approval from your child's primary caregiver in advance.

"SHOW AND TELL" / POSSESSIONS BROUGHT FROM HOME:

Children are not permitted to bring toys from home. These items can easily get lost or broken in an environment with so many children.

Children will, however, have opportunities to bring special toys on "Show and Tell" days. The caregiver in your child's room will designate these special days and notify you in advance. Wee Love requires that all items be labeled with your child's name. We reserve the right to exercise discretion as to the admission of items for "Show and Tell". Weapons of any kind are never allowed at Wee Love.

HOLIDAYS:

We believe it is important and educational to celebrate various holidays. Being an organization founded in the Christian faith, we will celebrate certain holidays from a Christian perspective. The holidays we acknowledge are: Christmas (teaching the birth of Jesus), Good Friday and Easter (the death and resurrection of Jesus), Thanksgiving, Valentine's Day, Mother's Day, Father's Day, Independence Day, and Memorial Day. Halloween will be celebrated as a Harvest Hoedown with a Christian perspective. (We do not participate in wearing costumes or Halloween-themed novelty clothing.) You will be contacted in advance if the primary caregiver chooses to have a small party for any of these occasions.

FIELD TRIPS / SPECIAL EVENTS:

Field trips and special events are planned periodically throughout the year. Permission slips will be sent home to be signed by a parent or guardian prior to each individual field trip. Your child will need prior authorization by the Director to attend any field trips or special events not scheduled on his/her contract day.

DISCIPLINE POLICY

Wee Love Day Care & Learning Center desires to maintain a loving, safe and structured environment. Using appropriate disciplinary techniques is one way to help accomplish this goal. We are responsible for the care, guidance and teaching of children. We have the opportunity to promote healthy self-esteem while teaching children the biblical principles of self-respect, respect for others and self-control. Staff and volunteers will work cooperatively with your child to achieve appropriate guidance and intervention by using all of the following methods:

- Creating a positive environment by using the proper tone of voice, while treating your child with respect and with consistency
- Giving your child approval whenever possible, with both encouraging words and appropriate physical confirmation, demonstrated by smiling, hugging, or a touch on the shoulder
- Establishing reasonable, specific rules that are upheld consistently
- Offering choices when appropriate and directing behavior when appropriate
- Making transitions only after getting the children's attention
- Allowing for natural and logical consequences and encouraging problem solving
- Ignoring inappropriate behavior when it is not dangerous, disruptive or harmful to others
- Redirecting behavior to turn negative actions into positive ones without reward or disapproval
- Changing the setting if the environment is lending itself to misbehavior
- Offering "renewal" time to give opportunity to develop the discipline of self-soothing and to encourage listening skills

NON-COMPLIANT CHILD:

A child is considered noncompliant when he or she:

- Fails to comply with classroom rules
- Gets physically aggressive with another child
- Uses inappropriate language

Teachers will notify the Director immediately if a child exhibits any of the above behaviors. The director will then instruct staff or speak to the child and/or parents personally about the

misbehavior. Continuous disruptive behavior that adversely affects the other children or the daily program will warrant a parent consultation and possible termination.

PROHIBITED DISCIPLINE:

- Hitting, shaking, biting, pinching, or inflicting any form of corporal punishment
- Restricting a child's movement by tying or binding him/her
- Mental or emotional cruelty, such as humiliating, frightening, or threatening a child with bodily harm
- Depriving a child of meals, snacks, rest, or necessary toilet use
- Confining a child in an enclosed area, such as a closet, locked room, box, etc.

WE LOVE STAFF LOVES ON AND PRAYS FOR YOUR CHILD DAILY!

LICENSING NOTEBOOK

Wee Love Day Care and Learning Center's licensing notebook contains:

- All the licensing inspection and special investigation reports and related corrective action plans since
May 28, 2010
- Is available for parent review during regular business hours (6:30 a.m. – 6:00 p.m.)
- Licensing inspection and special investigation reports from at least the past two (2) years are available on the child care licensing website at
www.michigan.gov/michildcare