

PARENT HANDBOOK



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MISSION AND PHILOSOPHY

The mission of Minto's Casa is to provide a home away from home for your child and create an environment for children in which they are encouraged to explore, create, learn, socialize, and celebrate their unique talents. The school is committed to developing within each child a sense of responsibility and interdependence with their community and the world. The Administration and Staff of Minto's Casa is committed to create an environment where each child feels secure and completely at home, while the parents can leave their children in full confidence that their child will get the love, warmth and respect that they need.

We believe that the process of life-long learning is an exciting journey. Children need intellectual, emotional and social stimulation in a stress-free environment for a balanced development and growth. The children are trusted to make choices that are appropriate for their own level of readiness. The teacher is there to encourage, redirect, and supervise, but it is the child that learns through personal motivation in manipulating the work itself within the prepared environment. At Minto's Casa, we constantly strive to provide all the ingredients needed for your child's development.

NOTE

Minto's Casa reserves the right to change the following policies and procedures without notice.

PROCEDURES AND POLICIES

Minto's Casa is open to all children ages 6 weeks to 6 years.

Children ages 6 years to 12 years may come for daycare when school is in recess.

Hours of Operation

Minto's Casa is open from 7:00 am to 6:00 pm, Monday through Friday.

Registration

Enrollment shall be open to any child, provided the Center can meet the needs of that child. Enrollment applications will be accepted without regard to gender, race, color, creed, religion or national origin.

At its discretion, Minto's Casa reserves the right to refuse enrollment to any child, or request a parent to make alternate child care arrangements for an enrolled child, if it determines that such action is appropriate for the security, safety, and over all smooth operation of the center.

Parents must complete and sign all enrollment documents prior to the first day of attendance. The registration fees and the tuition are due prior to the first day of attendance.

Forms that need to be completed:

- Child Care Agreement
- Child Enrollment Form
- **Child Health Appraisal and Immunization record, completed & signed by your child's physician.**
- **Child Information Card, completed front and back!**
- Child Medication Authorization and Waiver of Liability Forms (If needed)

Supplies

Parents will need to supply and **label everything with first and last name** the following:

CHILDCARE:

- Blanket and sheet for nap (not for infants)
- Sleep sack (infants only)
- Diapers and wipes
- Baby food, bottles, and formula.
- Change of clothes
- Pacifier (optional)
- Sippy cup for children 2 and under
- 2 boxes of Kleenex
- Indoor shoes/slippers

MONTESSORI:

- Please see supply list in preschool/kindergarten enrollment package.

Parents may be asked to contribute supplies several times throughout the year.

Birthday Celebrations

We ask that the parents bring in a book to add to our library to celebrate the child's birthday. Parents are more than welcome to bring in a snack to share with their friends, but we ask that **NO cupcakes or cakes** of any kind be brought to school. A healthy snack is very much appreciated!

Scheduled and Unscheduled Closures

Holidays

Minto's Casa will observe the following holidays:

New Year's Day
Good Friday
Memorial Day
Fourth of July
Labor Day
Thanksgiving and the day after Thanksgiving Day
Christmas Eve and Christmas Day
New Year's Eve

Inclement Weather

In case of severe weather that may prevent the center from opening, parents are requested to check their email, Brightwheel app, or call in advance to make sure that the center is open and ready to take care of the children.

In case of severe weather conditions that require the center to close early, parents will be notified so that they can make arrangements to pick up their child.

Attendance Policy

If your child will not be attending class due to **illness**, the parents are required to notify the school as soon as possible. If your child is unable to attend childcare for a complete week due to illness, you are responsible for the whole tuition for that week. **Tuition will not be prorated on a daily basis due to illness.**

If your child will not be attending class due to **vacation**, the parents are required to notify the center in advance.

Time Off

Childcare

Children enrolled **full time only** will be allowed two weeks leave of absence per one year, tuition free. Time off exceeding the two week leave of absence is charged as follows:

With notice to Minto's Casa by 6:00 pm the Friday before week-long absence: 50% off absent child's tuition.

Without notice to Minto's Casa by 6:00 pm the Friday before week-long absence: Full tuition rates apply.

Four or more consecutive weeks off **with notice**: \$25 per week to hold spot.

If any of the above payments are not made, the child will be unenrolled from the program.

Preschool

Preschool children are not eligible for time off during the school year, other than the scheduled holidays and breaks. Full tuition rates apply.

Tuition Policy

Childcare

- Registration fee is \$100 (non-refundable) for the first child and \$50 for any additional child enrolling in childcare.
- Tuition is due on the child's first day of the week.
- A **\$15 late fee** will be applicable to all payments not received the first day of the week your child attends.
- Center will be closed for 10 published holidays per year and regular tuition applies for these days
- **Late pickup fees will be \$1 per minute after regular hours of operation.**
- Half day tuition is based on 5 hours or less. Children must be in attendance by 9:00 am.
- Sibling discount of 10% off the lowest tuition rate will be applied.

Preschool

- Registration fee is \$125 (non-refundable) for the first child and \$75 for any additional child enrolling in preschool.
- The activity fee for each school year is \$125. This pays for programs including music, Spanish, and yoga.
- Tuition is due by the first of the month.
- A **\$25 late fee** will be applicable to all payments not received by the 5th of the month.
- **Late pickup fees are \$1 after the child's designated pick up time (half day 12:30, full day 3:30, and after care 6:00).**
- **No vacation time** is given throughout the school year. If children do not come to school, parents are responsible for the tuition fees for that month.

- There are two week long breaks during the school year. Tuition is does not include these breaks. Child care for those weeks is on an as-needed basis. Fees apply.
- Sibling discount of 10% off the lowest tuition rate will be applied.

Withdrawal from Child Care Services

Parents/Guardians may cancel the childcare services for any reason at their convenience, but they are requested to provide a 1-month written notice for cancellation.

Termination of Montessori Contract

If, for any reason, you wish to terminate the Montessori Contract you must give Minto's Casa a two-month written notice. If you choose to pull your child out before the two months is done you will still be responsible for paying tuition for those two months.

Termination of Service

The Center reserves the right to terminate childcare services at anytime as considered appropriate and at the sole discretion of the Center management, with or without cause. The potential causes for termination are, but not limited to the following:

- Non-payment of tuition on time
- Non-compliance with the immunization and other health and safety requirements
- Child biting other children
- Physical and verbal abuse by the child
- Any other behavior or action that disrupts the child care environment at the center

Discipline

At Minto's Casa the objective is to build the child's self-esteem by providing age appropriate guidance and positive alternatives to unacceptable behavior. Children are never punished in any manner. Simple rules are established for acceptable behavior and enforced consistently in a firm and supportive manner. The rules followed at Minto's Casa are as follows:

Note: This policy is only applicable for children above 18 months of age

No corporal punishment will be given to any child.

If a child misbehaves or does not do as instructed the following steps will be taken:

- Have a talk with the child.
- Next the child will be sent to the "peace corner" along with an explanation
- As a next step the child will be separated from other children for another talk and an explanation of what is expected from him/her.
- As a last resort, the parents will be notified and requested to pick the child up.

Confidentiality

We respect the privacy and confidentiality rights of each family and all records for each child are protected accordingly. Any confidential information regarding any child will not be revealed to anyone without prior consent of the parents except as required by law.

Child Abuse Reporting

Minto's Casa and its employees are mandated by State law to report any suspected child abuse or neglect to the appropriate authorities.

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HEALTH AND SAFETY

Health and Hygiene Policy

Immunizations

As per the State of Michigan requirements no child will be admitted to the program without an up-to-date record of immunizations. Exceptions to this requirement may be made based on the written statement provided by the child's physician.

Sick Child

If a child is sick and not well enough to take part in the regular center activities, arrangements need to be made to take care of the child at home. The center is not equipped to take care of sick children. All the children spend time outside, weather permitting. If your child is well enough to attend school, they will be expected to participate in outside play.

Every morning children will be checked for signs of illness. Children should be healthy when brought to the facility. To ensure that your child is healthy enough to be at the center, **Minto's Casa will use the following guidelines:**

- **NO FEVER OVER 100.4 DEGREES FOR 24 HOURS without medication**
- **NO VOMITING FOR 24 HOURS**
- **NO DIARRHEA FOR 24 HOURS (defined as 2 or more very loose bowel movements)**
- **NO CONTAGIOUS DISEASES (this may include roseola, strep throat, chicken pox, pink eye, head lice, and impetigo)**

If a child is found to have any of these symptoms while at Minto's Casa parents will be notified immediately and the parents will be asked to pick up the child as soon as possible and the child may not return until he/she meets the above standards. **Children on Tylenol or other anti-fever medications every four hours or so are not considered fever free.** To ensure

the health of all children, **a child sent home for fever, will have his/her temperature taken by the staff upon their return.**

If the caregiver notices a **rash** that is out of the ordinary for the child, she will contact the school nurse for a consult and refer the child to his/her pediatrician if necessary. If a child has a chronic skin condition, there must be a doctor's note of explanation on file.

Any child suspected of having a communicable disease needs a written release from his/her physician to return to childcare. In the event that a child contracts a communicable disease and exposes the other children, notice of such exposure will be clearly posted and all parents will be notified.

In addition, if the childcare caregiver becomes concerned about the health of a child for any additional reason other than outlined above, the parents will be notified and required to seek medical attention for their child immediately.

If your child is unable to attend day care for a complete week due to illness, you are responsible for the whole tuition for that week. **Tuition will not be prorated on a daily basis due to illness.**

Medications

A Medication Authorization Form must be completed by the parent and must include the child's name, dosage, possible side effects, name of medicine, specific time to be given, parent signature and current date.

All prescriptions must be labeled with:

- Child's name
- Time(s) to be dispensed
- Specific dosage
- Doctor's name and phone number
- Pharmacy name and phone number
- Possible side effects
- Current date

"As needed" is NOT acceptable as a time for medication to be dispensed.

The caretaker dispensing the medicine will sign and date whenever medicine is administered. Medicine that was not been provided by the parent will not be administered at any time. If there is any question about the dosage, the parent or doctor's office will be contacted.

Standing Medication Authorizations for medicines to be administered on an "as needed" basis will be kept in the child's file for diaper rash ointment, infant gas relief medicine, or teething gel. All of these should be labeled with the child's name.

If you have a child with a special medical need, please let us know so we can obtain the necessary documentation and instructions.

Parents must supply the center with copies of the children's immunization records and physical exams, which we will keep on file.

Minor injuries sustained while in our care will receive appropriate first aid, and if an emergency injury or illness occurs, you will be notified as soon as possible. If necessary, your child will be taken to the nearest hospital, or the hospital indicated on the child's emergency card where you will be asked to meet us.

If your child becomes ill at the Center he/she will be isolated and you will be called at work, or home, so you can make arrangements to have him/her picked up as soon as possible.

Exposure to communicable diseases, and any infectious illnesses of other family members should be promptly reported to the Center. By the same token, the Center will notify each parent when a child has been exposed to an infectious disease. Only prescribed medicine will be administered at school.

Sanitizing:

All tableware, utensils, food contact surfaces and food service equipment shall be thoroughly washed, rinsed and sanitized after each use using the following method:

1. Rinse and scrape all utensils and tableware before washing.
2. Thoroughly wash in detergent and water.
3. Rinse in clear water
4. Sanitize immersing for at least 1 minute in a solution containing between 50 and 100 parts per million of chlorine.
5. Air dry.

Shelves will be cleaned and sanitized daily with bleach water.

Toys will be cleaned and sanitized daily with bleach water or as often as needed.

Toys that have been in a child's mouth will be taken immediately and washed, rinsed and sanitized with bleach water and left to air dry before giving back to the children.

Hygiene

The center and its staff will assist the child develop good hygiene habits by:

Practicing **hand washing** upon arrival to school, after toilet use, after outdoor play, after sensory play, and before and after meals.

Encouraging children to cough and sneeze away from others and use tissue

Diapering and Toilet Training

The center will use only disposable diapers. Soiled clothes will be placed in a plastic bag and returned to the parents at the end of the day.

When the child is ready toilet training needs to be started at home. The center staff will support the parents' effort with appropriate assistance and encouragement to the child.

Outdoor Activities

Outdoor play and exercise is essential for every child. At Minto's Casa, all children will have an opportunity to take part in outdoor activities. Minto's Casa will go outside unless the temperature, including wind-chill, is below 30°. Please ensure that your child has the appropriate outdoor clothing and shoes for outdoor activities. **Every child will go outside with their class**, as we believe that if your child is well enough to be at the center then he/she is well enough to go out.

Nap/Rest Time

In the afternoon children at the center will take a nap depending on each child's individual needs. If a child does not take a nap he/she can take part in some quiet activities. Children will be provided with cribs, cots or mats.

Meals

The center will provide nutritious meals and snacks to meet your child's needs. Menu will be displayed for your reference. The menu will reflect the diversity of the children enrolled at the center. **If your child has any allergy or any other dietary restrictions, please discuss them with the Center Director and also ensure that they are indicated on the enrollment form.**

Emergency Notification

In case of an emergency (e.g.: Power outage, snow storm, illness, etc.), the center will follow the following procedure:

Immediately try to contact and notify the parents/guardian as listed on the Emergency Notification card.

If parents/guardian are unavailable, the center will try to contact the Alternate Emergency Contact listed on the card.

It is the parents' responsibility to make sure that the child's emergency contact information is current.

Late Pickup

If you know in advance that you will not be able to pick your child on time, please make arrangements to have the child picked up an adult who is designated by you on your "Child Information Card". If such arrangement cannot be made, please notify the center immediately.

If you do not pick up the child on time and the center has not been notified of the late pickup, the following procedure will be followed:

- The Center Director or the person in charge will try to contact you or the alternate person designated on your Child Information Card.
- If no contact has been made with you or the alternates on the card, the center Director or the person in-charge will make a decision as to when and which authorities are to be notified.
- If the authorities decide to take the child into protective custody, a note will be left for you at the center.

Child Release

Upon enrollment, you will provide the center with the information on who are the alternate adults that are authorized by you to pickup your child. This information should be recorded on the Child Information Card. Please ensure that the pickup authorization and the emergency contact information is accurate and current. Your child will only be released to the persons authorized by you in writing only. The Center staff will request photo identity verification from persons designated as alternate or emergency contacts. The center will not release the child to anyone less than 16 years.

All children will be signed in and out upon arrival and departure by the teacher in that child's classroom.