



*Training children up in the way of the Lord...
Proverbs 22:6*

PARENT HANDBOOK
POLICIES AND GENERAL INFORMATION
FIRST LUTHERAN
PRESCHOOL AND DAYCARE

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(REV 6/16)



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Introduction, Mission and Motto

First Lutheran Preschool & Daycare (FLPD) extends a warm welcome to all parents and children. It is our hope that your experience will be Christ-filled, happy and helpful. The development of children is a marvelous process. Children are full of curiosity, they are eager to learn, and they have social and physical needs which are important to the process of learning. It is the goal of our program to integrate learning and need fulfillment. All activities are planned and arranged to meet the needs of the growing child as a total person.

It is primarily the responsibility of parents to guide their children through the various stages of growth and development in becoming an independent, self-sufficient adult. It is the intention of FLPD to unite with parents in meeting this God-given responsibility. We will acquaint your child with a world that lies beyond home, widen his or her background, initiate new and meaningful personal relationships and provide a broad base of learning and social experiences.

FLPD has been established by First Lutheran Church to aid parents in early child rearing. Parents are primarily responsible for and most influential in early childhood development. FLPD functions in the capacity of assisting parents by providing an environment conducive to growth and learning.

FLPD is committed to uniting with parents in a common goal to prepare the child both spiritually and educationally, and fostering a growing relationship with God through Jesus Christ.

Philosophy

It is the philosophy of First Lutheran Preschool & Daycare (FLPD) to provide a Christian environment that encourages social, emotional, physical, cognitive and spiritual growth and development of the whole child.

Our goal is to provide a safe, caring, nurturing, educational, and uniquely Christian environment for children, in which they can grow and experience the love of Jesus. Early childhood should be a time of warmth, security, fun, exploring and discovery. Children are creative and receptive; FLPD staff strives to nurture and encourage these qualities in children at our center.

It is also FLPD's intent to work together with parents to strengthen the family unit according to God's plan and purpose.

We are dedicated to high standards of excellence in providing opportunities for spiritual, social, cognitive, physical and emotional growth and development of each child. The environment and programs are carefully planned to provide challenging and interesting activities that allow for meaningful play, an extremely important format for learning.

Nondiscrimination Policy

First Lutheran Preschool & Daycare, in its policies, programs and practice, does not discriminate on the basis of race, color, religion, national origin or ancestry, age, sex, disability, height, weight or marital status, nor toward qualified disabled individuals in all activities and employment.

Admittance Requirements

First Lutheran Preschool and Daycare accepts children ages 6 weeks through 12 years old. Enrollment is based on a first come, first served basis. Full time enrollment will be given priority if space is limited. Michigan licensing laws require us to have a copy of each of the following on file on or before your child's first day of attendance:

1. **Child Information Record: Completed and signed by parent or guardian.** This card must be updated as changes happen (address, phone number, new job, etc.) as well as reviewed and initialed annually each September.
2. **Copy of current and up-to-date immunization record:** Infant, Toddler and Preschool age. FLPD must have an updated copy every time your child is immunized.
3. **Physical Waiver Form:** School-age only. This form states that the school-age child's immunizations are up to date and on file with their school and that they are in good physical health with no limitations or restrictions to their activities. This form must be updated annually, each September.
4. **Health appraisal:** Infants, Toddlers, Preschool Age only. **Due within 30 days of child's first day of attendance. Must be signed by a physician.** Infants, examination must be within the preceding 3 months and form **updated every year**. Toddlers, examination must be within the preceding 6 months and form **updated every year**. Preschool age, examination must be within the preceding year and form **updated every two years**.
5. **Food Agreement:** By signing this form parents/guardians agree to provide the necessary and appropriate food and snacks for their child/children each day.
6. **Safe Sleep Policy Acknowledgement Form:** Infant and Toddler only. FLPD adheres to all safe sleep practices for infants and toddlers while in our care.
7. **Fully Potty Trained:** Children entering the preschool age program (3 to 5 years) must be fully potty trained. Potty training is the responsibility of parents/guardians. When developmentally appropriate for toddlers in our care, FLPD staff will assist parents with potty training while toddler is in our care. Toddlers must be fully potty trained to transition from the toddler room into the preschool room at age 36 months.
8. **Written Information Documentation:** By signing this form you acknowledge that you **were provided and read** the written information as outlined on the form, and that you agree to adhere to the policies as set forth by FLPD.
9. **Contract:** This form must be completed, signed and turned in on or before child's first day of attendance. If the child's attendance changes, a new agreement (or acceptable addendum) must be signed.
10. **Permission to Release Form (Orange) (Optional):** In the event that you need more space than allotted on the Child Information Record, this form may be used to list additional people you give FLPD permission to release your child to.

Withdrawal Policy

A two-week written notice is required for withdrawal from the program. Regular tuition payments are expected for those two weeks regardless of your child's attendance. Any remaining vacation days **may not be used** for 2 week notice. The FLPD Committee, upon recommendation from the Director, has the right to withdraw a child from the program at any time if the child has difficulty with FLPD's program, proves to be a detriment to another child, a staff member or themselves (e.g. excessive biting or aggressiveness, excessive absences), for nonpayment of fees or parent/guardian chooses not to comply with FLPD's policies. Fobs must be turned in on your child's last day of attendance. If all fobs have not been returned within 30 days of your child's last day of attendance, all fob deposits will be forfeited. Upon withdrawal from the center, any personal property left at the center will be held in the office for 30 days. If it has not been picked up after 30 days it will be disposed of.

Licensing and Staff

First Lutheran Preschool and Daycare Center was organized in 1986 and is recognized by the State of Michigan Department of Licensing and Regulatory Affairs. FLPD is licensed by the State of Michigan and meets all its requirements for education. Our center focuses on hiring qualified Christian staff; education and experience are taken into consideration and all staff are over the age of 18. All staff and volunteers have been cleared by the State of Michigan for being free of a criminal history and/or involvement in a substantiated case of child abuse and/or neglect. All staff are trained in infant/child CPR, Basic First Aid and Bloodborne Pathogens.

Hours of Operation

FLPD is open Monday thru Friday from 6:30 A.M. to 6:00 P.M. The center is closed on the following holidays: Labor Day, Thanksgiving Day and the Friday after Thanksgiving Day, December 24th - January 1st, Good Friday, Memorial Day, and July 4th. FLPD reserves the right to adjust holiday closing schedules at any time, on any given year.

Closings

FLPD's *preschool* program is closed when Charlotte Public Schools are closed for Christmas break, Spring break, days off, snow days, etc. There is no preschool class during those times. Preschool class means children enrolled in the preschool *only* program from 8:30-11:30 a.m. only. Listen to your local radio and/or television station for school closings. **NOTE: If the public schools are delayed due to fog, we will still hold preschool at the regular scheduled times. It is at the parent's discretion as to whether or not it is safe to travel to school. We ask that you not attempt traveling to school if you feel it is unsafe. Daycare is open Spring break, snow days, fog delays and some days during Christmas break. Daycare will be open when Charlotte Public Schools are closed, except for the holidays that are listed above in Hours of Operation, or when weather conditions are unsafe for staff to travel, or other unforeseen circumstances.** In the event that FLPD is unexpectedly closed due to an emergency, inclement weather, mechanical or power failure, etc. you will be notified via Remind. Please be sure to subscribe to FLPD's Remind classroom and your child's individual Remind classroom. This is an important communication tool for our center.

Child Absences

If your child will be absent from the center for any reason please notify FLPD right away. **Please notify FLPD any time your child will not be getting off the bus at the end of the school day.** This will avoid unnecessary calls to parents. **If your child will have a planned absence please let us know in advance.** If your child is absent from the center for more than one week and you have not informed us of the absence, your child may be dropped from FLPD. For daycare families, in the event that your child has not arrived to the center by 10:00 A.M., **and we have not heard from you,** your child will be considered absent for that day. Staff may be released from duty to accommodate ratios. **Once staff has been sent home, you are not guaranteed we can accommodate your child for that day.** Please remember to inform FLPD of the reason for your child's absence. If your child is ill please include illness or symptoms. FLPD is mandated to report to the Health Department when children do not attend due to illness. Under normal circumstances we are not required to report your child's name.

Drop Off and Pick Up Procedures

Please DO NOT leave your car running and unattended in the parking lot while dropping off and picking up. An adult must bring each child into the classroom and come into the classroom to pick them up. **All children must be signed in and out by parent or authorized adult (over the age of 18) every day.** Any medications must be removed from child's backpack or diaper bag and handed to a staff person to store safely out of the reach of children. Our center is fully equipped with developmentally and age appropriate toys for each classroom, please do not allow your child to bring toys from home. Please do not hold exterior doors open for others to enter the center. Please inform any person you authorize to drop off or pick up your child of this rule. Please notify FLPD **any time** someone other than a parent or the usual person will pick up your child. If someone other than a parent will pick up, the parent must have that person listed on the Child Information Record or the orange Permission to Release Form. If a parent is only authorized to pick up the child on specific days or times due to a child custody agreement, a copy of the court order must be on file with the center. FLPD must release the child to either parent unless there is a court order on file that states otherwise. Please notify any adult you authorize to pick up your child to **bring a photo ID into the center with them every time they pick up.** Even if that adult has previously picked up at our center, a photo ID may be required at any time.

Emergency Procedures

FLPD, in cooperation with local emergency service providers, has created an "Emergency Preparedness Plan." The plan is extensive and covers most types of emergencies. Please contact the FLPD Director if you would like to review the plan. **A Child Information Card must be filled out before leaving your child at the center on the first day of attendance.** Please notify us immediately of any changes in your address, phone numbers, work place, etc. **This is extremely important in case of an emergency.** In the case of a medical emergency, medical assistance will be sought first and parent/guardian will be notified next. If a child becomes ill or injured at the center, staff will first attempt to contact the parent/guardian (s). If parents are unavailable, staff will contact other emergency contacts listed until someone is reached. In the event of fire or other emergency that would require evacuation you will be notified and asked to pick up your child. **Please be sure you are enrolled in FLPD's Remind classroom** in the event we need to notify parents of any unexpected closing, etc. FLPD has fire and tornado emergency plans specific to the design of the building. These plans are posted in each classroom. Fire and tornado drills are conducted throughout the year.

Accident, Injury and Incident Procedures

FLPD is equipped to deal with minor accidents and injuries that occur at our center (scrapes, bumps, small cuts, etc.). Parents are notified of minor accidents, injuries or incidents via a written incident report. **Please be sure to check your child's mail folder on a daily basis.** If an injury is severe, parents will be contacted by phone immediately and a written accident/incident report will also be provided. In the case of an emergency situation, medical assistance will be sought first and parents/guardian will be contacted by phone immediately following. Parents and/or guardians are responsible for any expenses (e.g. ambulance) associated with medical assistance. All accidents, injuries or incidents that occur while the child is in the care of FLPD will be reported to parents via a written accident/incident report.

Food Policy

FLPD does not offer a food service program. The school-age, preschool and toddler rooms are **tree nut free zones** (this does *not* include peanuts). Parent provided breakfast can be given to your child until 8:00 a.m. Parents must provide a lunch for each child, each day. FLPD has an **emergency** supply of food on hand for use if a child does not have a lunch. If FLPD provides lunch for your child you will be asked to promptly replenish our supply. If your child is in our preschool or school- age program, please do not plan to store their lunch in our refrigerator. We are sorry for the inconvenience; we do not have enough refrigerator space to accommodate everyone's lunch. Two nutritious snacks are served each day. Parents of school-age, preschool and toddlers are asked to donate at least one snack and juice or milk each month. Per the health department, parent provided snacks to share with the class must be prepared in a commercial kitchen, which means **store bought**. Please provide a healthy snack such as fruit, vegetables, dairy, meat or grain. **Please do not send whole watermelons, pineapples, etc.** FLPD does not have a commercial kitchen or appropriate tools on site to prepare them. Parents of infants must provide all premade bottles, other beverages, food and snacks each day. All parents are required to complete and sign FLPD's Food Agreement upon enrollment. If your child has special dietary needs, please let a staff person know. Minor restrictions can usually be accommodated during snack time. However, if dietary substitutions include several foods or milk, parents must provide snacks for their child. Special events such as holidays or birthdays may be celebrated with special treats that have been **store bought only**. Please consult with the Lead Teacher about your plans in advance so they can plan accordingly.

Clothing and Dress Code

Sometimes we get messy! **Please send your child to preschool/daycare in play clothes.** Please bring at least one complete change of clothes (including socks) to leave at the center, and exchange clothing as the seasons change. **Please remember to replace change of clothes when the extra set is soiled.** Children who are enrolled during the summer months should also bring a hat, sunglasses, sunscreen and bug spray (medication form must accompany sunscreen and bug spray). Children who are enrolled in the winter months must be properly dressed to go outside. **Every child goes outside; FLPD is not staffed for one child to stay inside. Please dress your child appropriately for the weather. Infants must have warm and protective clothing, toddlers, preschool and school-age children must have clothing appropriate for playing on the playground (boots, snow pants, warm jacket, hat and waterproof mittens). Please label every item with your child's name!**

FLPD has a responsibility to establish dress standards that promote a positive and proper environment. Shorts **must be of appropriate length**. Shorts/skirts should be of index finger length with arms extended at the side. Bike shorts must be worn under dresses/skirts. Shirt and pants/skirts/shorts must overlap at all times (no bare midriffs). Halter-tops, spaghetti straps, muscle shirts or side cut out shirts for both boys and girls, are considered inappropriate dress for FLPD. Tank tops or sleeveless blouses with wide straps (at least three inches) are acceptable. Swimming attire should consist of long trunks for boys, and a one piece suit or tankini style two piece suits for girls.

Mail Folders

Each family has a mail folder located just outside the preschool room door. Important papers, accident/incident reports, receipts, newsletters, notes home and children's art work can all be found there. Please let us know if your family requires a separate mail folder for mom and dad. **It is important to check your family's mail folder every day** to keep up on time sensitive information and happenings at the center and the church.

Discipline Policy

FLPD uses Conscious Discipline by Dr. Becky Bailey as the basis of our discipline policy (Consciousdiscipline.com). FLPD staff will use only positive methods of discipline which encourages self-control, self-direction, self-esteem and cooperation. Children are told “You (hit, bit, scratched) your friend (hitting, biting, scratching) hurts, you may not (hit, bite, scratch) friends. A safe place is provided (preschool and school age) for children when they need to calm down. We encourage children to take three deep breaths to calm down, be a Star, Balloon, or drain.

Staff will not use physical or corporal punishment such as hitting, shaking, biting or pinching. Staff will not use mental or emotional punishment such as humiliating, shaming or threatening a child. Children will never be deprived of meals, snacks, rest, or use of the bathroom. Non severe discipline or restraint may be used when reasonably necessary, based on a child’s development, to prevent a child from harming themselves, other people or property.

When a child is defiant to the point of causing harm to another child, staff member, or to themselves, on 1st incident, a parent or guardian will be called, 2nd incident, child will be sent home for the remainder of the day, 3rd incident, child will be suspended for 1 week. If a child has consistent inappropriate behavior the director will set up a parent meeting. An action plan to implement strategies to improve child’s behavior at the center will be agreed upon by both parties. FLPD reserves the right to dismiss a child from the center if strategies are not implemented effectively. Extreme, inappropriate or harmful behavior that proves to be a detriment to the program, another child or a staff member may result in the child being asked to leave the center.

Photography Release Policy

FLPD utilizes the First Lutheran Preschool & Daycare Facebook page. With your permission, we post pictures of children in our center participating in daily classroom activities and playing and interacting with one another and staff. This page provides parents an opportunity to see some of their child’s day with us. Your child’s name will not be posted on our page. Please be aware that once a photo is posted to our Facebook page, other parents are able to share the photo on their personal Facebook pages. Upon enrollment you will be asked if you give FLPD permission to photograph your child. If you **DO NOT** want photos of your child posted on First Lutheran Preschool & Daycare’s website, Facebook page (where it may be shared), within our center or on our printed materials, please indicate that on the Written Information Documentation form at enrollment, or in writing at any other time your circumstances and/or request may change.

Creative Curriculum

“Play is often talked about as if it were a relief from serious learning, but for children play is serious learning. Playing is the work of childhood” - Fred Rogers.

While playing, children learn and develop skills. FLPD uses a research and play based curriculum entitled “Creative Curriculum.” This curriculum follows developmentally appropriate practices for 3 and 4 year old children. We learn how to interact within the learning environment, social emotional competence, and problem solving skills while having fun in preschool!

Parent Involvement

Parents can be involved first and foremost by continued open communication with the center, especially regarding things that may have an impact on how your child's day goes. By communicating with staff, parents and staff can work together to provide the best possible care for your child. Parents can communicate directly with the center director, lead caregiver or the caregiver that works most closely with your child. Caregivers are responsible for more than one child; if you have questions or concerns that require several minutes of time, please set up a time to meet when the caregiver or lead teacher can be released from their classroom duties and the director is available. Parents may call any time during the day to see how your child is doing, although nap time is best. We ask that only one parent call the center and communicate the information with the other parent, unless extenuating circumstances exist. Multiple calls from parents takes time away from caring for the children. Parents are welcome (and encouraged) to visit the center whenever the opportunity arises. **For the health and safety of children in our care, FLPD has a no visitor policy to the infant and toddler rooms, this includes older siblings.** Please do not let older siblings enter younger child's daycare room. **We ask that you take older children (and sign them in) to their rooms first.** The exception to this policy is potential new families, who are touring, and parents or guardians are always welcome in their child's room. Our center is fully equipped with developmentally and age appropriate toys for each classroom. **Please do not allow children to bring toys from home.** FLPD is not responsible for lost, stolen or broken toys or electronics. We do allow one soft toy for nap time only. Please let us know if you need multiple copies of newsletters, flyers, etc. for children with two families. Conferences for preschool aged children will be held annually, usually in the spring.

Outside and Seasonal Requirements

According to the State of Michigan Department of Licensing and Regulatory affairs (LARA), studies have indicated that children who are taken outdoors, even during cold weather for short periods of time, have fewer incidences of respiratory illnesses. Infectious disease organisms are less concentrated in outdoor air than indoor air. Exposing the skin to sunlight promotes the production of vitamin D that growing children require. Cold weather does not make children ill. Being outdoors in the fresh air helps children to stay healthy. Unstructured physical play is developmentally appropriate for reducing stress in children's lives. When outdoors, children breathe fresh air, develop their muscles, participate in large gross motor activities, learn and practice increasingly difficult skills, and share and cooperate with other children. Every child benefits from outdoor play--every day. The center is responsible and accountable for assuring that all children, including infants, are taken outside on a daily basis as weather permits.

Weather permitting, all children go outside daily. **FLPD is not staffed to keep one child inside.** Children should be kept home if they are too ill to go outside. We remain inside when weather conditions consist of rain, lightning, thunder, severe weather warnings, or when the temperature and/or wind chill is at or below 10 degrees Fahrenheit. During the summer months we remain inside if the temperature and/or heat index is above 90 degrees Fahrenheit. Please be sure your child is properly prepared for the weather conditions. **Please label all items with your child's name.**

Sick Policy

FLPD is equipped and licensed to care only for children who are in good health. A child must be kept out of school or daycare if any of the following conditions exist:

1. **Fever 101 F or above** (at present or within the last 24 hours while unmedicated).
2. **Diarrhea.**
3. **Vomiting.**
4. **Rash:** Unidentified body rash not associated with diapering or heat.
5. **Sore throat:** Associated with fever or swollen glands in the neck.
6. **Severe cough:** Episodes which may lead to gagging, vomiting or difficulty breathing.
7. **Severe nasal or eye discharge:** Thick, yellow or green nasal discharge; Eyes which may be swollen and/or yellow or white discharge (as in pink eye).
8. **Untreated scabies, head lice or nits:** May return after treatment and lice/nit free.
9. **Multiple sores inside mouth:** unless health department or physician determines the condition is non-infectious.
10. **Fungal infections:** including but not limited to Ringworm. Child may return after treatment by a health care provider has begun and child is no longer contagious.
11. **Bacterial skin infections:** including but not limited to Impetigo. Child may return 24 hours after treatment is initiated and child is no longer contagious.
12. **Other:** Any contagious disease, illness or health condition of any kind. May return based on a doctor's recommendation.

If a child becomes ill while in the care of FLPD, a parent will be contacted by phone and asked to pick them up. If parents are unavailable, staff will contact other emergency contacts listed until someone is reached. Children who are sent home due to illness **will not be able to return to the center for 24 hours unless you provide a doctor's note stating that the child is not contagious and may return to school or daycare. This means if a child is sent home during the day, they may not automatically return to the center the next morning.** They must be kept home until the 24-hour period has passed or you have a doctor's note. A child may return to the center if: fever has been consistently below 101 F (without medication) for 24 hours, it has been 24 hours since last episode of diarrhea or vomiting, nasal discharge is no longer thick, yellow or green, rash has subsided or doctor has determined it is not contagious, child has been on antibiotics for 24 hours. Please understand that these policies are in place to protect **your** child, rather than to create a hardship on a family. Common colds or allergies may not prohibit attendance, unless it causes the child to feel ill or restricts them from comfortably participating in activities. **A child should be kept home if they are too ill to go outside.** FLPD is not staffed to keep one child inside. It is a licensing policy that children are to be taken outside for a period of time every day, unless the weather prevents it. If your child is well enough to come to school, it is assumed they are well enough to go outside. If the weather permits, all children go outside. Please be sure to dress your child appropriately for the weather.

Medication Policy

Any medication brought to the center must be taken out of child's backpack, diaper bag, etc., and given to a staff person for proper storage out of the reach of children. **Do not leave any medication in child's cubby, backpack or diaper bag.** Prescription medication or individual medical procedures will be administered only with prior written permission from a parent. Prescription medication must be sent in the original container with the pharmacy label indicating the physician's name, child's name, name and strength of medication, dosage and instructions. Medication will be given according to those instructions. Each time medication is administered the date, time, amount of medication given or applied and signature of caregiver will be recorded on the medication authorization form.

Over-the-counter medication must be in the original container and clearly labeled with child's name. Non-prescription medication will not be administered without prior written permission from the parents. This includes but is not limited to: ointment, lotion, powder, sunscreen, special soap, bug spray or teething medication. Sunscreen will not be applied to infants under 6 months. If you want your child to have sunscreen applied before reaching 6 months of age a doctor's note must be provided to the center stating your child can have sunscreen applied.

Pain relief medications (Tylenol, Motrin, etc.) will only be given for pain and not to mask fever or illness. Pain relief medications will not be administered for more than 7 days. **If instructions on over-the-counter medication say to consult a physician for dosage and instructions according to your child's age/weight, FLPD must have written authorization/instruction by the child's physician on file.** Medication will be given according to those instructions. Each time medication is administered the date, time, amount of medication given or applied and signature of caregiver will be recorded on the medication authorization form.

Medication that is brought to the center mixed with food or milk cannot be given. All medications will be returned to parent or guardian or destroyed when the parent determines it is no longer needed or it has expired.

Immunizations and Health Appraisal

The State of Michigan requires children to be fully immunized or have a valid Waiver on file in order to attend FLPD. FLPD must have a current and up to date immunization record or a valid Waiver (signed by the health department) for each infant, toddler and preschool age child by their first day of attendance. FLPD must be updated any time your child is immunized or at least annually. Waivers must be updated annually. FLPD must also have a current Health Appraisal on file for each infant, toddler and preschool age child in our care, within 30 days of the child's first day of attendance. Some physician's offices prefer to use their own form, we *can* accept that, but all Health Appraisal forms must be signed by a physician. It is a licensing rule that Health Appraisals must be updated annually (unless otherwise specified). FLPD requires an updated copy of the immunization record annually or *any time your child is immunized.* Upon enrollment and annually thereafter school age children must have a Physical Waiver form (signed by a parent or guardian) on file. Failure on the part of FLPD to comply with the State of Michigan could result in a violation from the state and your child may be suspended from the program until the Health Appraisal form, Physical Waiver form, and/or immunizations are complete and on file with our center. Please contact our office should you have any questions.

Vacation Day Policy

Families may take up to 2 weeks (based on scheduled days of attendance per week, a maximum of 10 days per year) off without charge, **provided parent turns in a Request for Credit form in advance or on the first day child returns to daycare.** It is the responsibility of parents to turn in a Request for Credit form, otherwise fees will be charged for days reserved for your child, regardless of attendance. Advance notice is appreciated to ensure our center is properly staffed. Vacation days do not apply to children enrolled in preschool *only* or latchkey program (September to June). Vacation days may be used for any reason, except for last two weeks of attendance. Any remaining vacation days **may not** be used or applied to 2 week notice of withdrawal. Once the maximum number of days off have been used, payment is required for all days scheduled and reserved for your child, regardless of attendance. Vacation days renew every September 1st; any unused vacation days expire on August 31st and do not carry forward. Vacation days have no cash value. Vacation days will only be credited as full day; no ½ days of vacation credit will be applied. Vacation days will be prorated for children enrolled after September 1st, or if number of days of attendance changes mid-year, (e.g. attendance goes from 5 days a week to 2 days a week, or vice versa), or for summer program.

Holding Fee

You may hold your child's spot for up to 3 months (maximum of 12 weeks), by paying a non-refundable holding fee. Holding fee amount is based on number of days of attendance per week; 2 days per week \$100.00 per child, per month, 3-4 days per week \$125.00 per child per month, 5 days per week \$150.00 per child, per month. Holding fees are due on the first day of each month. Failure to pay holding fee by the first day of the month could result in your forfeiting your child's spot. If your child is currently enrolled in the program but will not be attending temporarily, all remaining vacation days will be exhausted first, then holding fee will apply. After 3 months all regular fees must be paid in order to continue to hold your child's spot. In the event of a waiting list, FLPD reserves the right to limit holding fees.

Schedules and Payment

A non-refundable administrative fee is required at the time of enrollment, and Annual Administrative fee is due each September. Fee is prorated for enrollment after September 30th. Minimum enrollment is 2 days per week. **Advance payment is due every Friday by 6:00 PM, for the upcoming week regardless of child's attendance. Preschool only payment is due on the first of every month, regardless of child's attendance.** Preschool payments are not prorated or reduced for partial months, snow days, Christmas break, spring break, or any other reason. Fees for Latchkey program are not charged on days there is no school, child care is available and must be pre-arranged for those days. If you pre-arrange for your child to attend daycare and they do not attend for any reason, fees still apply. Fees will be charged at the current daily rate. If payments are not made on time, late fees will be assessed every week on any unpaid balance until balance is paid in full. 4 late fees or nonpayment of fees may result in your child being dropped from the program. Returned check fee is \$25.00, after 2 returned checks your account will be placed on a cash only basis. Please see FLPD's rate sheet for fee details. Parents are expected to adhere to the schedule agreed upon. Parents are required to pay for all days reserved for their child, even if the child does not attend for any reason. When using vacation days for missed days **Request for Credit form must be turned in in advance or on the day your child returns to care.** Once the maximum number of vacation days have been used, payment is required for all days reserved for your child, regardless of attendance. FLPD cannot accommodate drop in or rotating schedules. No half day rates are applicable if there is a waiting list for enrollment, even if your child only attends half days. Parents are not charged for days the center is closed (please see Hours of Operation). FLPD reserves the right to adjust or change fees or policies upon 30 days written notice.

Cleaning/Sanitizing Equipment, Toys and Other Surfaces

FLPD makes every effort to provide a clean, healthy environment for our families and staff. Tables are cleaned and sanitized before and after every snack and meal. Mats provided by FLPD for rest times are sanitized and air dried daily after use. Changing areas are sanitized after every diaper change. Toys are sanitized nightly using a sanitizing solution. All toys are deep cleaned with soap, water and bleach solution a *minimum* of every month. Especially during cold and flu season, additional deep cleaning of toys, door handles and other surfaces is a priority. Toys that are seen in children's mouths will be immediately sent to the sink to be cleaned and sanitized as time permits throughout the day or at the end of each day.

FLPD's custodian cleans the center every night, after the center closes. All bathrooms, drinking fountains, sinks and vinyl floors are cleaned and sanitized nightly. Carpets are vacuumed nightly, spot cleaned as needed and steam cleaned annually.

Please do not allow children to bring toys and electronics from home. Children's personal items that are used for rest time are sent home for laundering weekly, or when visibly soiled. Personal items are kept separate from those of other children.

Controlling Infection and Universal Precautions

All staff wash their hands with soap and water after helping a child with toileting, diaper changing, handling bodily fluids, before serving snack or meals and other times throughout the day. Disposable gloves are used for food handling as well as diaper changing or help with toileting. All children are taught proper hand washing and to wash their hands immediately after using the bathroom or blowing their nose. All children wash hands before snack, breakfast and lunch and at other times throughout the day.

When age appropriate all children are taught to cover their mouths with the crook of their elbow when they cough or sneeze, and to blow their nose with a tissue when the need arises. Children are taught to use a tissue only once, immediately throw it away, and wash their hands.

Children should not attend First Lutheran Preschool & Daycare if they have a contagious illness or if illness prevents them from comfortably participating in activities. Please refer to FLPD's Sick Policy. **In an effort to control the spread of illness, especially to our infants and toddlers who are still building their immune systems, we ask that there be no visitors (including older siblings) to the infant and toddler rooms. Please sign your older child into their room first, and then go to the infant or toddler room.**

Health Related Resources/Online Resources

The National Centers for Disease Control and Prevention: www.cdc.gov

The Michigan Department of Community Health: www.michigan.gov/mdch

The Barry-Eaton District Health Department: www.barryeatonhealth.org