



# Parent Handbook

Updated October 2022

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Welcome to The Children's Enrichment Center of Haslett, MI! We are happy that you have chosen us to care for your children. We hope that this handbook will help introduce you to The Children's Enrichment Center and answer many of your questions. No matter what age your child is or where they are developmentally, we are here to meet both their needs and your needs alike. Our program is founded on the values and principles of:

- Self-Worth
- Respect For Ourselves and One Another
- Honesty
- Perseverance
- Charity

We are committed to meeting the individual needs of children through a challenging and nurturing environment. We provide a safe and healthy atmosphere for children to grow socially, emotionally, physically, cognitively and creatively. By using an interactive curriculum, children will learn primarily through play with the interests being the motivational factor for the learning that takes place. Our staff of warm, caring, professional childcare providers maintain a positive and stimulating atmosphere where your child is cared for and respected. Your child is very special and it is our goal to attend to all of his/her needs, personal and developmental. You are an important part of The Children's Enrichment Center family and we would like to take this opportunity to thank you for sharing your precious children with us.

Debra Ellis  
Owner/Director

Danielle Elliott  
Owner/ Operational Manager

## **Hours of Operation**

Full Day Care, Monday-Friday 7:00am-6:00pm

After School Enrichment Program, Monday-Friday 2:30pm-5:30pm

## **License Statement**

The Children's Enrichment Center LLC is a licensed program through the Michigan Department of Human Services. We comply with all child care regulations set forth by the Bureau of Child Care. The Children's Enrichment Center will perform in a professional manner in all areas of its operation. Our professional staff will develop all program areas to meet the individual needs of the children on a consistent basis. We serve ages 6 weeks through 12 years.

Located on the same shelf as the child sign in/out sheet is a blue licensing notebook. This book contains all information pertaining to our State of Michigan license. You are welcome to refer to it at any time.

## **Child Care Givers and Teachers**

At The Children's Enrichment Center we understand the importance of highly educated, trained and professional staff. Each of our caregivers are required to go through an extensive criminal history check, as well as a central registry check through the Department of Human Services. The Children's Enrichment Center has, at least, one staff member who is trained in Pediatric CPR, First Aid and Blood Borne Pathogens in the building at all times. Our Teachers strive to be available to share information with you each day and to allow time for any questions or concerns that you may have. Please feel free to contact any of our staff at any time regarding your children.

A note from our Director and Manager:

It is very important to us, the leaders of The Children's Enrichment Center that along with our Lead Teachers we also develop strong and loving relationships with the children here at the center. We accomplish this by spending a large amount of our day in the classroom and involved with your children. Although some of our day requires us to care of the "business" side of our organization you will often see us involved with completing homework, art projects, games, etc. We have an "open door policy", please feel free to contact us at any time for questions, concerns or ideas about your children or our organization.

## **Enrollment**

The following needs to be completed and turned into the Director before first day of care:

Handbook Verification Page

Healthy History (excluding school age)

Supplies Fee and/or Enrollment Fee

First Week Tuition AND Last Week

Medication Permission and Instructions Form (if applicable)

Tuition and Payment Contract

## **Supplies Fees (School age after-school and summer program)**

Our programming here at The Children’s Enrichment Center offers our children the opportunity to expand their learning through exploring disciplines such as Taekwondo, Art, Piano lessons, Voice lessons, etc. These activities require the purchase of a large amount of supplies. Therefore, we require a supply fee be paid twice a year, once at the beginning of enrollment of our after-school program and once at the beginning of our summer program. Currently, the supply fee is \$35 per child, but is subject to change at the discretion of Management. This fee is non-refundable.

## **Late Pick Up Fee’s**

There will be a \$5.00 per minutes late fee assessed to any child being picked up after 6pm.

## **Enrollment Fee (Infant-Preschool program)**

A \$35 non-refundable enrollment fee will be applied to each child enrollment prior to the first day of care. This fee is subject to change at the discretion of Management.

## **Tuition and Payment Policy For Infant and Toddler Classrooms**

Beginning January 1st, 2023, it is the policy of The Children’s Enrichment Center that every family must enroll in our automatic billing program. The billing period is Monday-Friday with tuition due Friday for the upcoming week. Payments received after Monday of the service week will be subject to a \$35 late fee. Late tuition reminders will not be sent out. If tuition becomes delinquent The Children’s Enrichment Center reserves the right to discharge your child until payment is received in full. Upon return, Management reserves the right to request payment in full for the next 30 days. Tuition rates for our programs are as followed:

## **Full Day Rates For Infants and Toddlers**

Full-Time (4+ days per week)	\$235 per week/child
Part-Time (3 days per week)	\$50/day

### **Preschool Care 3-5yrs and Fully Potty Trained**

Full Day Preschool (4+ days per week)	\$210 per week/child
Part-Time Preschool (2-3 days per week)	\$40 per day/child
Half Day (Preschool)	\$20 per day/child

### **Tuition and Payment Policy for School-Aged Class**

The billing period is the first day of every month and ends the last day of every month with tuition due by the first day each month. Payments received after the first of the service month will be subject to a \$35 late fee. Late tuition reminders will not be sent out. If tuition becomes delinquent The Children's Enrichment Center reserves the right to discharge your child until payment is received in full. Upon return, Management reserves the right to request payment in full for the next 30 days. Tuition rates for our programs are as followed:

After School Care	\$50 per week/child
All day camps (Winter Break, Spring Break and Summer Break)	\$185 per week/child
Part-Time all day camps (2+days per week)	\$47 per day/child

At the end of the year if there is a balance on a family's account TCEC will not provide end of the year tax statements until the past due balance is paid in full.

### **Arrival Time Policy**

It is the policy of The Children's Enrichment Center that all children will arrive to the center by 10:00 am unless otherwise arranged with Management. This policy is in effort to provide accurate staffing and not cause a disruption in the classroom.

### **Duration of Care Policy**

It is the policy of The Children's Enrichment Center that children may not exceed ten hours of care per day. If your child is in attendance for more than ten hours a day there will be an additional \$10.00 per hour fee charged. This fee will be assessed hourly and rounded up to the nearest hour. (For example..if you arrive to pick up your child at 5:15pm you will be charged to 6:00pm)

### **Leaving the Center**

It is the policy of The Children's Enrichment Center that the parents or adults responsible for picking up children **must** come into the building and sign their children out each day. Children are under no circumstances allowed to leave the building and get into a vehicle without being accompanied by an adult.

It is also the policy of The Children's Enrichment Center that children will not be released to anybody other than adults listed on their emergency contact form. If someone other than a parent will be picking up a child it is required that the adult provides identification to Management before child is released.

### **Holiday, Vacation and Sick Days Policy**

It is the policy of The Children's Enrichment Center that families are required to pay tuition rates if children are in attendance or not.

**We are closed the following day's:**

**New Year's Eve (close at Noon)**

**New Year's Day**

**Memorial Day**

**Independence Day**

**Labor Day**

**Thanksgiving and Friday after Thanksgiving**

**Christmas Eve (closed at Noon)**

**Christmas Day and The Day following Christmas**

The Children's Enrichment Center reserves the right to close any other day of the year at the discretion of Management. A written notice will be given to each parent within 30 days of our closing date.

The Children's Enrichment Center will close one week during the year to allow vacation time for our staff. It is the policy of The Children's Enrichment Center that families are required to pay normal tuition rates this week. The Children's Enrichment Center will notify parents at least six months in advance of the dates of our closing.

If there is an outstanding balance on your account you will not be granted vacation weeks.

The Children's Enrichment Center will not honor requests for vacation weeks after the requested time has passed.

**Withdrawal Policy/Dismissal Policy**

If you decide to withdraw your child from our program it is required that you provide a 2-week written notice. Upon receiving a notice that you will be withdrawing your child from any of our programs it is required that families pay for the remainder of their child's time at our center in full.

The Children's Enrichment Center is able to dismiss a student for reasons including, but not limited to: repeated disruptive behavior, repeated late tuition payments, non-payment of tuition, violent behavior disrespect either physically or verbal to adults or other students, and other reasons at the discretion of management. Written notice of dismissal will be given, but not required for dismissal. No enrollment fees or tuition payments will be refunded upon dismissal.

**Soft Start Policy**

It is the policy of The Children's Enrichment Center that any new child will begin care with a Soft Start. For a minimum of two days any new children will only be permitted to attend care for half the day. This policy allows children to have some time getting to know our staff, building and other children before spending the entire day with us. We feel as though this is best for your children's mental and emotional health.

## **Classroom Information**

### **Infants**

It is the policy of the State of Michigan that infants are on an as needed schedule. We will do our very best to adhere to parents requests for their babies schedules, however there may be times we need to vary from that. For example, if your baby is fed every two hours we will try to stay on that schedule, but if they become fussy and show signs of hunger before that two hours we will feed them.

Infant bottles must come premade, labeled with the child's name and date and must have a lid on the bottle. If these items are not done we will ask that you take the bottles and the child home and return when they are labeled correctly.

### **Toddlers and Preschool (2 ½ years old-5 years old)**

In accordance with state guidelines. Families are to furnish the following items for their infant:

- Labeled with your child's name disposable diapers, wipes, lotion.
- A sheet and blanket (sheets and blankets are to be taken home and laundered each Friday)
- A change of clothing. Please be sure to label your child's belongings.

*\*Daily schedules will be provided to families as they enroll.*

In our 2-year old classroom, we have time for music, finger plays, dancing, flannel board stories, and other games. We have a time to stretch our muscles either inside or outside with large motor activities. Naps are also part of the children's day. When signs of toilet learning are shown, we will provide patient guidance using appropriately sized facilities to help establish proper toileting habits. Children 12 months and older will have their own mat for naptime.

### **School Age (Kindergarten through 5<sup>th</sup> grade)**

In our school age program your child will arrive to the center and have snack that you have provided for them and immediately get out their homework, find their assigned seat with a homework helper and begin to complete their homework. Depending on the day of the week your child will participate in classes such as Taekwondo, Voice and Piano Lessons, Art, Kids Zumba etc. Your child will also enjoy free time to play with games such as: basketball, air hockey, foosball, board games, etc. We also allow plenty of time to play outdoors. *\*Daily schedules will be provided to families as they enroll.*

### **Lunches**



If your child is in attendance for our all day care parents are required to provide lunches for their children each day.

### **Diaper and Wipes Replacement Fees**

If your child runs out of diapers and/or wipes it is the policy of The Children's Enrichment Center that a fee per diaper charge and a flat fee for replacement wipes will be assessed. The fees are as followed...

**\$1.00 per diaper**

**\$5.00 per package of wipes**

### **Health and Well Being**

#### *Illness*

We strive to prevent the spread of illness and ask that you keep your child home if he/she is experiencing any of the following symptoms:

- A fever of 100 or greater before child care, accompanied by behavior changes or other signs or symptoms of illness until medical evaluation indicates inclusion in the Center
- Symptoms or signs of possible severe illness, such as uncontrolled coughing, irritability, persistent crying, unusual lethargy, wheezing, or other unusual signs
- Strep throat until 24 hours after an antibiotic started
- Diarrhea; runny, watery, or bloody stools within the last 12 hours
- Vomiting 2 or more times in the last 24 hours
- Rash with fever or behavior change
- Scabies or other infestations
- Impetigo 24 hours after treatment has begun
- Chicken pox 5-7 days after blisters appear
- Pertussis, mumps, rubella, shingles, herpetic gingivostomatitis
- Hepatitis A- until 1 week after onset
- Sore throat with fever
- Eye discharge (white or yellow) or pink eye; until 24 hours after starting treatment; if treatment is not sought then when the discharge clears
- Child is irritable, continuously crying or requires more attention from a caregiver than what they can

provide without hurting the health and safety of other attending children

- Respiratory illness – RSV – until 1 week after diagnosed

Your cooperation is greatly appreciated!

Your child may return when:

1. The above suggestions are met
2. They are fever or symptom free for at least 24 hours before returning to daycare
3. They have been treated by a doctor or a doctor permits them to return to the Center.

We ask that our parents provide the doctor's release to the Director as soon as possible. If your child becomes ill while at the center, then you will be called to pick up your child within 2 hours. Exposure to communicable diseases and any infectious illness should be reported promptly to the center, so our staff can look for any early symptoms. The center will notify parents when a child has been exposed to an infectious disease.

***\*The Children's Enrichment Center has the final say regarding when your child can return. We reserve the right to have precedent over the physician.***

### **Medication Policy**

Medication prescribed or ordered by a physician or dentist will be administered during the time the child is at daycare. Parents will need to give written authorization and instructions by filling out a Medication Permission Form. This form needs to be filled out before the child will be given any medication at the center. All medications brought to the center should be in their original container. They need to be properly labeled with:

- the child's name
- the medication name
- the amount to be administered

Over the counter medications will be given according to the instructions on the label. Over the counter medications can only be given 5 consecutive days at the Center.

### **Child Accident Form**

Our staff takes every effort to ensure the safety of your child. Unfortunately, accidents do occur. In case of that event, an accident form will be filled out by The Children's Enrichment Center staff for every detected injury that occurs. A copy with your signature will be retained for your child's file. A child coming into the program with injuries may require an accident form, so that both the parent and staff are aware that they did not occur at the Center.

### **Injury Waiver**

While in attendance of The Children's Enrichment Center your child will participate in many physical activities including, but not limited to: Taekwondo, Zumba, Dance, Sports and children's exercise

activities. Although the children's safety is our number one priority we want parents to understand that participation in these activities exposes children to the possibility of personal injury. By signing the statement that you have read and understand The Children's Enrichment Center Injury Waiver you are fully aware that participation in the program exposes your child/children to a possible risk of personal injury and you hereby release The Children's Enrichment Center and its officers, directors, employees, agent, licenses, subsidiaries, consultants, independent contractors and affiliates from any and all liability from property damage, personal injuries, or other claims, arising from or in connection with your child's participation in our program including claims that are known and unknown, foreseen and unforeseen, future or contingent.

### **Child Incident Form**

An incident form will be filled out by The Children's Enrichment Center staff if your child exhibits behavior that is not acceptable and does not adhere to the classroom discipline policy. A copy of this form with your signature will also be kept in your child's file.

### **Biting Policy**

We understand that biting is a developmental stage for some children. We try to redirect the behavior and figure out what the trigger is for the biting. However, if the biting persists there will be a meeting with the parents, Director and teachers. Following the meeting, a child who bites twice will be sent home for the day. We will try this technique for 2 weeks, and if the biting continues we will give you a two week notice for dismissal.

### **Clothing**

Please dress your child according to the weather with appropriate hats, mittens, and coats during the winter months. Mark all items with your child's name. Be sure your child has indoor shoes to wear. This helps keep our center clean! Dress your child in appropriate clothing so that they feel free to participate in all activities. We are not responsible for damaged clothing. We also ask that parents provide an extra set of clothing for their child that will remain at the facility. This will help our teachers tremendously in the event of any accidents that may occur.

If your child is participating in Taekwondo it is required that your child wear white Taekwondo pants, t-shirt issued by Taekwondo instructor, and socks.

### **Emergency Plans**

Emergency fire and tornado plans are posted by each exit door in each classroom and are practiced monthly, so that your child is familiar with the drill and not alarmed in the case of a real emergency. In case of an actual fire, the children will be escorted out of the building according to the Emergency Action Plan and parents will be contacted immediately, if phone lines are operable. Curves of Haslett will be the designated area that children and staff will go to in the event of a fire. Other plans such as intruder and intoxicated parent, are practiced routinely and/or they are gone over by staff. This prepares them in case the need should arise. In the case of a medical or dental emergency the parent of the child will be notified immediately.

**Field Trips**

During your child's time here at The Children's Enrichment Center they will be venturing on many field trips. A one week notice will be given prior to all trips. Occasionally our field trips will have a cost involved. Payment for these trips is required prior to the trip; if payment is not received your child may not be able to attend the trip with us.

**Homework**

At The Children's Enrichment Center one of the things we pride ourselves on is helping children complete their homework before parents pick them up each evening. We give our very best effort to be sure homework is completed and done correctly. However, it is still the responsibility of parents to check their children's homework each night. If your child states that they have no homework for that evening we will inform parents of this. It is the responsibility of the parents to be sure their child, in fact, did not have homework assigned to them that day.

## Parent Handbook Verification Page

Please read each of the following policies and initial that you have read and understand each of our policies.

\_\_\_\_\_ I have read and understand the Licensing Statement

\_\_ \_\_\_\_ I have read and understand the Tuition and Payment Policy

\_\_ \_\_\_\_ I have read and understand the Arrival Time Policy

\_\_ \_\_\_\_ I have read and understand the Duration of Care Policy

\_\_ \_\_\_\_ I have read and understand the Leaving the Center Policy

\_\_ \_\_\_\_ I have read and understand the Holiday, Vacation and Sick Day Policy

\_\_ \_\_\_\_ I have read and understand the Replacement Diapers and Wipes Policy

\_\_ \_\_\_\_ I have read and understand the Bottle Labeling Policy

\_\_ \_\_ I have read and understand the Health and Wellbeing Policy

\_\_ \_\_ I have read and understand the Injury Waiver

\_\_ \_\_ I have read and understand the Medication Policy

\_\_ \_\_ I have read and understand the Emergency Plan Policy

\_\_ \_\_ I have read and understand the Field Trip Policy and give my child  
\_\_\_\_\_ permission to participate in field trips.

\_\_ \_\_ I have read and understand the Homework Policy.

I, \_\_\_\_\_ have received The Children's Enrichment Center Parent Handbook. By signing this document you state that you read and understand all the policies of The Children's Enrichment Center, as well as, agree to adhere to all center policies and procedures.

\_\_\_\_\_

\_\_\_\_\_

# The Children's Enrichment Center Tuition and Payment Contract

## \_\_\_\_ 1. Enrollment / Tuition

I am enrolling my child(ren) \_\_\_\_\_ in The Children's Enrichment Center.

My child will be attending as follows:

Monday Full Time \_\_\_ Part time \_\_\_ Drop off \_\_\_\_\_ Pick up \_\_\_\_\_ After School Care \_\_\_\_\_

Tuesday Full Time \_\_\_ Part time \_\_\_ Drop off \_\_\_\_\_ Pick up \_\_\_\_\_ After School Care \_\_\_\_\_

Wednesday Full Time \_\_\_ Part time \_\_\_ Drop off \_\_\_\_\_ Pick up \_\_\_\_\_ After School Care \_\_\_\_\_

Thursday Full Time \_\_\_ Part time \_\_\_ Drop off \_\_\_\_\_ Pick up \_\_\_\_\_ After School Care \_\_\_\_\_

Friday Full Time \_\_\_ Part time \_\_\_ Drop off \_\_\_\_\_ Pick up \_\_\_\_\_ After School Care \_\_\_\_\_

All changes must be approved by the Director prior to taking effect. Changes in the schedule may affect tuition. I agree to pay \$ \_\_\_\_\_ the Friday before my child attends each week. My child will be immediately withdrawn from the program should I be two weeks delinquent with my payment. I must pay in full before my child will be permitted to return to class. My child's position in the class will not be reserved.

## \_\_ \_\_ 2. Enrollment Fees

I understand that there is a non-refundable registration fee of \$35 due at the time of enrollment. If my child is withdrawn from the school for a period of six months or more I understand that I will be required to re-register and pay the \$35 registration fee. I agree to pay first week's tuition and last week's tuition upon enrollment. First and last week's payment are non-refundable and will be applied to any remaining balance upon withdraw.

## \_\_ \_\_ 3. Late Fees

I understand that a late fee of \$35 will be assessed to each account that is not paid by Monday of the week of service. I understand that my child can be dismissed from care upon discretion of Management for late and/or no payment.

## \_\_ \_\_ 4. Year End Tax Statements

I understand that a year end tax statement and EIN will not be given out if an account has a balance. This information will be provided when the account is paid in full.

## \_\_ \_ 5. After School Care

I understand that After School Care Tuition is to be paid in full by the first of each month for the entire month.

## \_\_ \_\_ 6. Holiday, Vacation and Sick Days Policy

It is the policy of The Children's Enrichment Center that families are required to pay tuition rates if children are in attendance or not. As a courtesy to our families we allow each family one vacation where the child **is not in attendance** free between the months of June through September and one week October through May. Prior written notice is to be given to Management at least two weeks prior to the use of these weeks. The center is closed for the following holidays:

**New Year's Eve (close at Noon)**

**New Year's Day**

**Memorial Day**

**Independence Day**

**Labor Day**

**Thanksgiving and Friday after Thanksgiving**

**Christmas Eve (closed at Noon)**

**Christmas Day and The Day following Christmas**

The Children's Enrichment Center reserves the right to close any other day of the year at the discretion of Management. A written notice will be given to each parent within 30 days of our closing date.

The Children's Enrichment Center will close one week during the year to allow vacation time for our staff. It is the policy of The Children's Enrichment Center that families are required to pay normal tuition rates this week. The Children's Enrichment Center will notify parents at least six months in advance of the dates of our closing.

**\_\_7. Late Payment Notice Policy**

The Children's Enrichment Center will allow three late payments notices per family. After three notices of late payment your child(ren) will be dismissed from care. We reserve the right to deny two weeks notice of dismissal for late payment notices. No enrollment fee or tuition payments will be refunded.

\_\_\_\_\_  
Signature

\_\_\_\_4/29/2022\_\_\_\_  
Date