

# Parent Handbook

You can access licensing rules at:

[www.michigan.gov/michildcare](http://www.michigan.gov/michildcare)



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# **- SECTION 1 - INTRODUCTORY & GENERAL INFORMATION**

## **1.1 Welcome to Boyne Country Kids!**

Here on out through the handbook Boyne Country Kids LLC will be BCK. BCK reserves the right to make changes in the childcare environment without advance notice to parents, as long as any changes remain within the state licensing requirements and regulations. There may be occasional updates to this parent handbook. You will be given a separate addendum as the need arises.

## **1.2 Program Philosophy**

Our goal is to provide children with a variety of activities to foster individual interests, while giving students time to interact with peers under the careful supervision of educated professionals. In doing so, our staff will provide a caring, safe and stimulating environment for your child. It is important that we work together as partners and that we feel comfortable discussing your child's needs. Communication is the key; please feel free to discuss your concerns with any staff member at any time.

BCK does not discriminate against children with special needs. Any necessary accommodation will be made to the best of our ability. A plan for accommodating each child with special needs will be determined collaboratively between BCK and the child's family during registration (or at least prior to the child's first day attending BCK).

We respect families' diverse cultural practices and hope that your child (and family) will feel included in all aspects of BCK. It is our hope that you will share aspects of your family's culture with us like music, materials, practices, and family

customs. At BCK, everyone is welcome, and we believe in an environment that reflects community and family positively.

Thank you for your interest in finding the best possible care for your child! We look forward to working with your child and family.

### **1.3 Open Door Policy**

You may drop your child off or pick up your child at any time throughout the day. We also try to accommodate any outside activities you may have your child enrolled in such as college for kids, basketball camp, and swim school. The buses for these activities usually pick up your child outside the school. If your child decides to participate in an outside activity, we have a separate sign-in/sign-out sheet tracking where each child is throughout the day.

At BCK, you can always be assured that the door is open to you. Please feel free to drop in and check on your child. However, please keep in mind that a young child just adjusting to a new surrounding may want to leave with you when you stop by for a visit. These early drop-ins should be made when it's appropriate for you to take your child with you if needed or when you can visit unnoticed, as not to interrupt your child's day. You are also invited to call and check on your child during the day. If the phone goes unanswered, please do not become alarmed, simply leave a message and we will return your call as quickly as possible.

We love to keep parents involved with what is going on at BCK. Information updates are available on our sign in/out table and on our dry erase board. We can communicate with parents by email, text, or a phone call. If a family has a need to have communications sent to both parents, please let us know so we can update our files to keep everyone informed. Please

remember at any time you can stop in and see your child or speak to our staff.

## 1.4 Ages Served

We are licensed to serve children between the ages of 5-years through 12-years. **\*\*\*All children participating in BCK must be fully potty trained.\*\*\***



## 1.5 Enrollment Procedures

Due to state licensing guidelines, all necessary forms must be completed and returned **before** BCK will assume the responsibility of caring for your child. All forms are required to be updated at least once a year, or sooner according to need. Every line **on the Child Information Record must have information** if it does not apply please say none or none known. Please inform the staff immediately of any changes.

The **Forms and Fees Needed Before your child's first day:**

- **Parent Handbook Agreement**
- **Financial Agreement**
- **Child Information Record**
- **Registration Fee Paid**
- **Medication Form (if applicable)**
- **Emergency Care Plan (if applicable)**

Once we have received and reviewed the required paperwork and collected the enrollment fee, your child may attend BCK. These requirements are based on state regulations. Each child has a right to confidentiality. All information pertaining to the children in the program, including all reports, records, and data are confidential and used for internal purposes only. Information pertaining to the children enrolled in the program

will not be released to third parties without the express written permission of the parent, unless required by statute, court order or licensing mandate.

## 1.6 Registration Fee and Childcare Rates

There is a \$40.00/per child non-refundable annual registration fee. This registration fee covers the current year from the last day of school in June of year to the last day of school in June the following school year (end of school year) and must be paid before your child can attend. It is used to offset the administrative expenses incurred in processing enrollment applications and to offset the cost of materials used throughout your child’s time at BCK and is not used to offset childcare costs.

Before school care	7:00 a.m. – 8:00 a.m.	\$5.00 Daily
After school care	3:00 p.m. – 6:00 p.m.	\$15.00 Daily
½ Day of School	11:00 a.m. – 6:00 p.m.	\$25.00 Daily
Snow Days/In-service	7:00 a.m. – 6:00 p.m.	\$40.00 Daily
No School	7:00 a.m. – 6:00 p.m.	\$40.00 Daily

**Schedule changes need turned in every Thursday by 6PM for the following week...you are still charged for the days that your child does not attend if you fail to notify the program director BEFORE this time.**

- \* You are not charged for days the center is CLOSED.
- \*\* Please note that you will be charged the full amount listed regardless of the actual amount of time in care.
- \*\*\* If your child is not able to attend due to illness for their regularly scheduled time, you will not be charged.
- \*\*\*\* Additional fees for special activities will be collected ahead of time and the amount will vary depending on what it is and if your child is participating (ex. Pizza days, etc.).

## 1.7 Arrival and Departure

There is a sign in sheet located on the sign-in/sign-out table. Please sign your child in and out each day (time and initials).

Upon arrival, parents are required to escort their child into the building, sign them in, and before leaving **should be sure that a staff member is aware that the child is there. When picking up your child, you must come into the building and sign out your child. After signing out your child, please make sure a member of the staff knows you are taking your child with you.**

Please note that your child will only be released to his/her parents or guardians listed on their emergency card. If you would like someone else to be able to pick up your child, please add them to the emergency cards. If your child will be going home with someone who you do not wish to add to their card, please send a handwritten note, signed and dated. We require a picture ID for anyone picking up your child other than yourself, until identity is established.

With respect to child custody disputes, until custody has been established by a court order, neither parent may limit the other parent from picking up the child, and a child will be released to a known identifiable parent. An alternative care program should be sought if the parent feels that any of BCK policies place a child at risk.

## 1.8 Weekly Payments

Payment is due on Friday of each week. If payment has not been received by the following Friday, a \$10.00 late charge will be applied, and your child(ren) will not be allowed to attend until the balance is paid-in-full. A \$10.00 late fee will be added each Friday for a total of 4 weeks of non-payment. At this time, your child will no longer be enrolled in BCK and your account will be turned over to collections.



Weekly payments and fees may be paid by check, money order, cash, or credit card (invoice sent via email). When a check is returned for insufficient funds or for the lack of an account, a written demand will be made for immediate payment, plus processing fees, civil damages and costs as outlined below:



The parent, in addition to possible criminal prosecution, will be responsible for the following as provided by Michigan Law:

- If the full amount is paid within 5 days of the date of the demand for payment, the amount will equal the amount of the check plus a processing fee of \$25.00.
- If the full amount is paid after 5 days but less than 30 days of the demand for payment, the amount due will equal the full amount of the check plus a processing fee of \$50.00.

If the amount is not paid in either manner described above, the parent will be liable for all of the following:

- The full amount of the check
- Civil damages of two times the amount of the check, or \$100.00, whichever is greater,
- And Costs of \$250.00

Following a dishonored check, all payments must be made by a certified check, cash or money order.

**When children are picked up after closing, a \$1.00 per minute (per child) late fee will be added to your weekly statement. Childcare fees are to be paid according to our payment plan. Boyne Country Kids may suspend or terminate services for non-payment of care.**

## 1.9 DHHS Payments

BCK accepts DHHS childcare reimbursement. Required paperwork must be completed by the parent and approved by DHHS prior to the child's first day of enrollment. Parents are responsible to pay the full cost of tuition until the DHHS

payments become effective. An adjustment will be made, if necessary, once BCK receives payment from DHHS. DHHS payments may not cover your entire childcare cost. Parents will be responsible for paying any differences between our fees and the amount DHHS pays.

There are other comprehensive resources available to our families in the area. Please see a staff member for a resource guide or view the list on our information board.

## **1.10 Electronics**

Electronics are discouraged at the center.

## **1.11 Playground**

Being that we utilize the Boyne City Public School playground, we do not participate in a state playground inspection.



## **1.12 Education Opportunity**

BCK promotes educational opportunity and activities to our families. Program information is available on our information board and on our sign in/out table. We strive for families to learn and grow together and help build a great community. Please see a staff member for a resource guide or view the list on our information board.

In addition to providing family education opportunities, we also provide opportunities for your child. The programs we offer are diverse in nature to meet the needs of our families. We offer homework assistance, reading time and STEM activities in our program. We can provide this type of assistance to our families because we operate below the required State of Michigan licensing numbers.

## 1.13 Licensing Notebook

All childcare centers must maintain a licensing notebook which includes all licensing inspection reports, special investigation reports and related corrective action plans for the last 5 years.

This notebook is available to parents during regular business hours. Licensing inspection reports, special investigation reports, and corrective action plans from at least the past three years are available on the department's child care licensing website at [www.michigan.gov/michildcare](http://www.michigan.gov/michildcare).

## 1.14 Visiting Animals

Animals that are brought into the program must be carefully considered for their temperament, health risks, and appropriateness for young children. **No animal may be brought into Boyne Country Kids without first notifying and receiving permission from the Program Director.** Once approved by the Director, pets and visiting animals must have documentation from a licensed veterinarian or animal shelter to show that the animal(s) is fully immunized and that the animal is suitable for contact with children.

## 1.15 Food Service Policy

### During the School Year

The center does not provide breakfast for your child(ren). The center will provide snacks after school. A menu is posted with any substitutions being noted on the parent board. For half days (dismiss at 11:00am) and full days (no school), the center does not provide meals or snacks.

Parents must provide their child(ren) with enough food for the time that they are in BCK. Children will not be accepted into care without meals/snacks for the day. If a parent fails to provide their child(ren) with a meal and/or snack, said child(ren) will not be deprived of a snack and staff will notify

the parent that they need one. BCK will ensure children with special dietary needs receive meals and snacks in accordance with the child's needs.

### **During the Summer**

The center does not provide meals (breakfast/lunch) or snacks for your child(ren). Parents must provide their child(ren) with enough food for the time that they are in BCK care. Children will not be accepted into care without meals/snacks for the day. If a parent fails to provide their child(ren) with a meal and/or snack, said child(ren) will not be deprived of a snack and staff will notify the parent that they need one. BCK will ensure children with special dietary needs receive meals and snacks in accordance with the child's needs.

## **1.16 Withdrawal Procedures**

Please notify the director promptly if your family will no longer benefit from attending BCK. We reserve the right to withdraw a family from the program due to late payment, non-payment or any other reason determined by the program director, including non-attendance.

If a child endangers the wellbeing of themselves or others while attending BCK, parent(s) or legal guardian(s) will be notified and a meeting will be scheduled to discuss further proceedings. Also, if a student makes a poor choice that the staff feels needs immediate parent attention (such as violence or bullying,) parent(s) or legal guardian(s) will immediately be notified to pick up their child and a meeting will be scheduled to discuss further proceedings.

**If a child does not attend after three (3) months, they will be removed from the program. The child will have to be registered again if they need to attend.**

**- SECTION 2 -**  
**SUMMER PROGRAM**

**2.1 Days and Hours of Operation**

During the summer, BCK maintains the following hours:  
- **Monday-Friday:** 7:00 a.m. - 6:00 p.m. (There may be times BCK must close for inclement weather or power outages.)



**2.2 Discount Options**

A weekly rate of \$175.00 (\$35 per day) is available but you must be enrolled full time Monday through Friday to receive the discounted rate. Each additional child in the same household attending Monday through Friday will be only \$30 per day after first child.

**2.3 Daily Schedule** - Following is an example of our daily schedule for a summer session:

7:00-8:30 Drop Off/Stations	12:00-12:30 Lunch
8:30-8:45 Morning Meeting	12:30-1:00 Quiet/Movie
8:45-10:00 Outside	1:00-2:30 Rotation Three*** (includes reading time)
10:00-10:30 Morning Snack	2:30-3:30 Organized Games Outside/Playground
10:30-11:00 Rotation One***	3:30-4:00 Afternoon Snack
11:00-11:30 Rotation Two***	4:00-5:00 Rest Time
11:30-12:00 Playground	5:00-6:00 Stations/Gym

\* This schedule is an example of our daily schedule and is subject to change upon the needs of the program and/or children. We spend at

least 20% of our day outdoors with free choice play or planned activities (weather permitting).

\*\* Stations – Include but are not limited to: Dramatic Play (kitchen, school, castle), Art (crayons, markers, colored pencils), Fine Motor Activities (Marble Run, Legos, Lincoln Logs), Board Games, Reading

\*\*\* Rotations One, Two, & Three – Include but are not limited to: Gym (free choice and organized physical activities), Arts and Crafts (heat beads, staff planned, free-choice), Stations, Guest Speakers, Reading

## 2.4 Daily Supplies Needed for Your Child

Please send the following items for your child each day throughout the summer:

Sunscreen	Extra Change of Clothes	Gym or
Closed Toe Shoes*	Lunch	2 Snacks
Paint Shirt	Reusable Water Bottle	Swimsuit**
Towel**	Water Safe Shoes**	

Please remember to label **all** your child's items. BCK is not responsible for items lost or not labeled.

Please remember to dress your child in weather appropriate clothing each day. **All children are expected to come to the program dressed for and able to play outdoors.**

\*BCK does not recommend open toe shoes such as sandals or flip-flops. Your child will need a pair of closed toe shoes or gym shoes each day. If your child comes to BCK wearing open toe shoes, you will be notified to bring an acceptable pair of shoes for your child.

\*\*We recommend that your child have a towel, swimsuit, and water safe shoes daily. There may be times throughout the week when we have water play. Water Shoes and Crocs are the safest preferred water safe shoes for water play.

## **- SECTION 3 - BEFORE/AFTER SCHOOL PROGRAM**



### **3.1 Days and Hours of Operation**

During the school year, BCK maintains the following hours:

- **Monday-Friday:** 7:00am – 8:00am and 3:00pm - 6:00pm
- **Half Days of School:** 11:00 a.m. – 6:00 p.m.
- **Snow Days:** 7:00 a.m. – 6:00 p.m. (Will post on website if Closed)

\* If you sign your child up and your child does not come, you will still be charged.

\*\* There may be times BCK must close for inclement weather or power outages.

BCK is **closed** on and parents are not charged for the following holidays/breaks:

Labor Day

Thanksgiving (Thursday and Friday)

Christmas Break (at least two days)

Spring Break

Memorial Day (Friday before and day of)

### **3.2 After School Daily Schedule**

3:00-3:30 Sign-in/Snack

3:30-4:00 Homework/Reading

4:00-4:45 Movement (playground, gym, organized games, etc.)

5:15-6:00 Free Play Centers and Clean Up

\* This schedule is an example of our daily schedule and is subject to change upon the needs of the program and/or

children. We spend at least 20% of our time outdoors with free play or planned activities (weather permitting).

**\*\*When there are school closings for snow days, teacher in-service days and half days we will follow the summer daily schedule.**

### 3.3 Daily Supplies Needed for Your Child

Please send the following items for your child each day throughout the school year: Extra Change of Clothes, Gym or Closed Toe Shoes\*, Reusable Water Bottle, Snow pants, hats, gloves, & boots (seasonal)



Please remember to label all your child's items. BCK is not responsible for items lost or not labeled. Please remember to dress your child in weather appropriate clothing each day. **All children are expected to come to the program dressed for and able to play outdoors.** We go outside almost daily.

**\* Your child will need a pair of closed toe shoes or gym shoes each day.**

## – SECTION 4 – HEALTH AND SAFETY

Staff and children must wash their hands before handling and eating food. Proper hand washing guidelines are posted in food prep areas and restrooms. All classrooms have gloves, towels, and proper cleaning supplies to clean and sanitize tables, toys, equipment, and spills.

### 4.1 Staff and Volunteer Policy

All BCK employees must pass a **comprehensive background** check and be found “**eligible**” prior to working in the center. All **unsupervised** volunteers must pass a



**comprehensive background** check and be found “eligible” prior to working in the center.

Any individual who is “**ineligible**”, will not be permitted to work at the center.

Anyone acting as a **supervised volunteer**, including parents and itinerant staff who interact with children, will be directly supervised by a child care staff member at all times.

**Supervised volunteers** will undergo a public sex offender registry (PSOR) clearance prior to volunteering. Any individual listed on the public sex offender registry (PSOR) is prohibited from having contact with any child in care. **All staff and volunteers** will be informed of the center’s policy on **child abuse and neglect** and **mandated reporting** before **working/volunteering**.

**Before working/volunteering, all staff and volunteers** will complete a **child abuse and neglect/mandated reporter statement** acknowledging their role as a mandated reporter as outlined in R400.8125(5) of the child care licensing rules.

## 4.2 Tobacco-Free Zone

BCK follows Boyne City Public Schools comprehensive 24-7 tobacco-free school policy that prohibit the use of all types of tobacco and non-tobacco nicotine products, (including e-cigarettes and “vaping” paraphernalia), by any person, in the school or on the school grounds at all times.



## 4.3 Illness

Our first priority at Boyne Country Kids is providing a healthy, safe learning environment for all children. Children, staff, and volunteers will be sent home as soon as possible if any of the

following is experienced: an illness prevents the child from participating comfortably in activities (as determined by the staff); an illness results in a greater need for care than the staff can reasonably provide without compromising the health or safety of other children; or a child is experiencing any of the following conditions:

- **Fever** of 100 or greater, until 24 hours symptom free without fever reducing medication
- Signs/symptoms of severe illness, including lethargy, uncontrolled coughing, inexplicable irritability or persistent crying, difficulty breathing, and/or wheezing
- **Nasal Discharge** – If it is thick with a yellow or greenish color is a good indication of infection.
- **Diarrhea** (not associated with diet changes or medications; multiple loose or watery instances within an hour; or accompanied with fever and or vomiting) until diarrhea stops for 24 hours or the continued diarrhea is deemed not infectious by a licensed health care professional.
- Blood in stools not explainable by dietary change, medication, or hard stools.
- **Vomiting** (One instance) the child can return after vomiting has been resolved for 24 hours or until a health care provider determines the cause for vomiting is not contagious and the child is not in danger of dehydration.
- Persistent abdominal pain (continues more than 2 hours) or intermittent pain associated with fever or other signs/symptoms of illness.
- **Pink eye** (conjunctivitis) until after treatment has been initiated for 24 hours.
- **Head lice**, from the end of the day until after first treatment
- Unspecified respiratory tract illness accompanied by another illness which requires exclusion.
- Child has contracted or been exposed to a **communicable disease**, such as chicken pox, parents are required to notify the staff as soon as possible. A child receiving medical care may return when the doctor feels the child is well enough to

do so. A written note from the doctor is necessary to return to BCK.

- **Rash** – Any unidentified rash should be investigated by a physician to determine the cause as Chicken Pox is highly contagious.
- **Cough** – A cough that is persistent, excessive or hoarse should be investigated by a doctor as well as earaches, fevers, chills, and sore throats.
- **Bathroom Accidents** – Occasionally, children may have accidents after they have learned to use the toilet. You know your child. Please send an extra set of clothing with your child as needed. Our staff will appropriately respond to toileting accidents and assist children in the bathroom only when necessary.

A child who becomes ill while at BCK must be removed from the other children to limit exposing other children to communicable disease. An ill child's parents or an approved person on the child's emergency card will be required to pick up the child within one (1) hour of receiving contact from a staff member.

Boyne Country Kids reserves the right to make the final determination of exclusion due to illness. Any exceptions to our illness policy will require a written note from a licensed health care professional stating that the child is not contagious.

**\*\*Please inform the staff if your child has allergies, asthma, or any other medical conditions. \*\***

**All staff will follow bloodborne pathogens guidelines when handling bodily fluids. Staff are to handle spills using rubber gloves, paper towels and bleach water.**

### **COVID-19 Parent Drop-Off and Pick-up**

1. Wellness check before entering building – utilize survey like one school uses currently.

- a. Follow current health department and CDC guidelines of fever free for 72 hours and 10 days away from care since date of symptom.
2. Staff member at table checking in children from 7:00 a.m. – 8:30 a.m. (Any check-ins past 8:30 a.m. must call the BCK phone and a staff member will meet the family at the table in the foyer).
  - a. Temperature checks – recorded on wellness log
  - b. Visually check the child for signs of illness, including flushed cheeks, rapid or difficulty breathing, fatigue, or extreme fussiness.
  - c. The table in the foyer will be our hygiene station. It will be set up with hand sanitizer for parents and sanitizer wipes to disinfect pens between use.
  - d. Removable dots will be placed on the floor for check-in and pick up.
  - e. We are asking families to limit the number of individuals in the facility at drop-off, pick-up, and throughout the day to one person (please do not congregate).

### **Monitor Symptoms**

1. Visually check children in care throughout the day for signs of illness, including flushed cheeks, rapid or difficulty breathing, fatigue, or extreme fussiness.
  - a. Temperature check if notice of any symptoms and contact parents immediately.
2. Self-Isolate a child while waiting for parent arrival. Have parent meet staff member at entrance.

### **Items Brought from Home**

1. Limit – no outside toys or blankets
2. Bring tennis shoes to leave and take home to sanitize on the weekend.
3. Water bottle that is brought daily – we will have disposable cups available for those that forget their

water bottles – igloo used to fill (access to kitchen to fill).

## 4.4 Allergies

A child with allergies must have an Allergy Action Plan posted in a visible location in the center. If the allergy is food-related, an Allergy Action Plan must also be posted in the food preparation/eating areas. All staff working in the center of child with allergies must review the Allergy Action Plan to ensure understanding of emergency procedures should the child have an allergic reaction. All allergic reactions must be documented with a Health Incident Form.

## 4.5 Special Health Care Needs

An Emergency Care Plan will be on file for any child or staff member with special health care needs (seizures, etc.). A copy of the Emergency Care Plan must be kept in the center's emergency binder. All staff working in the center must familiarize themselves with this plan, should an emergency arise. If necessary, staff will receive training regarding a child's or staff member's specific health care needs.

## 4.6 Medications

If at all possible, it is best if you can administer your child's medication at home. If it must be administered while at BCK, the following will be followed. Please note **Medication Authorization Forms must be updated every three months**.

1. Medication, prescription or nonprescription, must be given to a child by a childcare staff member only.
2. A childcare staff member shall give or apply medication, prescription or nonprescription, only with prior written permission from a parent (Medication Authorization Form).
3. All medication must be in its original container, stored according to instructions, and clearly labeled for a named child, including

all nonprescription topical medications described in subrule (8) of this rule.

4. Prescription medication must have a pharmacy label indicating the physician's name, child's first and last name, instructions, name, and strength of the medication, and must be given according to those instructions.
5. A childcare staff member shall keep all medication out of the reach of children and shall return it to the child's parent or destroy it when the parent determines it is no longer needed or it has expired.
6. A childcare staff member shall give or apply any prescription or nonprescription medication according to the directions on the original container, unless otherwise authorized by a written order of the child's physician.
7. A childcare staff member shall not add medication to a child's bottle, beverage, or food unless indicated on the prescription label.
8. Topical nonprescription medication, including but not limited to triple antibiotic, sunscreen, and insect repellant, requires written parental authorization annually.
9. A center shall maintain a record as to the time and the amount of medication given or applied, with the exception of medications described in subrule (8) of this rule, on a form provided by the department or a comparable substitute approved by the department. **One form per medication is required.** The signature of the childcare staff member administering the medication must be included.

## 4.7 Accidents/Incidents/Emergencies

Notification will occur at pick up time for minor injuries. Incidents such as a minor scrape on the knee may only require staff to apply first aid, complete an incident report, and notify the parent at pick up verbally or by providing a written injury report.

Notification will occur immediately via telephone call to parent for serious injuries/accidents. If unable to reach parent, the emergency contact person will be contacted immediately for more serious

injuries, illnesses, or incidents such as but not limited to head injuries, injuries requiring medical attention, allergic reactions, seizures, asthma attacks, unconscious child, fever, vomiting, incidents involving lost child, physical discipline of a child by a staff member, alleged sexual contact between children to between a child and staff/volunteer...etc.

You will be responsible for all medical treatment necessary for your child's wellbeing. This is not limited to emergency room care, ambulance, visits and co-pays to your insurance company.

**Please keep your emergency telephone number updated in case of the unlikely event of an emergency.**

At least 50% of staff are certified in First Aid and CPR. All staff are trained in the Prevention and Control of Infectious Disease.

## **4.8 Emergency Procedures, Evacuation Drills and Fire Safety**

Fire, Tornado, and evacuation drills will be held for both the children and staff as required by state guidelines. Evacuation routes and actual staff responsibilities during evacuation are posted in each room.

In the event of an emergency, BCK will contact each parent, or an approved individual, via phone to pick up your child. You will have ONE hour from the time you are contacted for your child to be picked up by either you or an approved individual.

**Please keep emergency contacts and phone numbers updated. In the unlikely event of an emergency, this number is imperative to the well-being of your child.**

At least 50% of staff are certified in First Aid and CPR. All staff are trained in Prevention and Control of Infectious Disease.

## **4.9 Integrated Pest Management Notification**

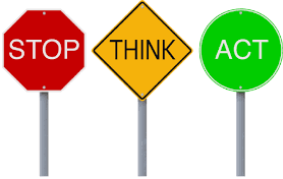
As part of the pest management program, the groundskeeper occasionally applies pesticides. When pesticides are applied,

flags will indicate the treated area. This is regulated by the groundkeeper for the school.

### 4.10 Mandated Reporter

All staff members and volunteers are required by law to immediately report all suspected cases of child abuse or neglect to the Children’s Protective Services. Suspected cases of child abuse or neglect must be reported immediately to the Michigan Department of Health and Human Services (MDHHS). This means that staff members are legally responsible and required to report cases of child abuse and neglect. CPS reporting requires an immediate verbal report to the hotline and followed up with a written verification (DHHS-3200) within 72 hours.

## - SECTION 5 - CONDUCT AND DISCIPLINE



### 5.1 Parent Conduct

Please remember that adults serve as role models for children, and that BCK is responsible for protecting the children in its care, as well as its staff. Therefore, it is critical that all parents always conduct themselves in a professional and rational manner. If a parent acts inappropriately, BCK reserves the right to terminate the childcare without notice.

### 5.2 Discipline Philosophy

BCK staff shall use discipline or conflict resolution procedures in which adults support children as they solve problems with materials, do things for themselves, and assist them in resolving conflicts with peers. In BCK, adults:

- Encourage children to do things for themselves throughout the day;
- Treat conflict situations with children matter-of-factly;



- Approach children calmly and stop hurtful actions (to self or others);
  - Acknowledge children's feelings;
  - Involve children in identifying the problem by gathering information from children and restating the problem;
  - Ask children for solutions and encourage them to choose together; and
  - Give follow-up support when children act on their decisions
- 1.) **Continually model positive behaviors.** We model how to express our feelings in non-aggressive ways. We will encourage students to do the same and offer suggestions on how they can do so in a non-threatening way.
  - 2.) **Uphold age-appropriate expectations for children's behaviors.** The staff members will create opportunities for children to choose activities that are fun and engaging. A staff member will monitor and often intervene on situations to offer guidance on how to handle the situation before it escalates. If a situation occurs, the staff member will talk the child and/or children through the situation and offer possible solutions or alternatives on how to handle the situation.
  - 3.) **If a child's behavior endangers themselves or other children, they will be moved away from the group.** If a child makes a choice that could hurt themselves or others, a staff member will guide the child to a spot away from the group (please note that time out is not an appropriate method of discipline for children under three years of age). Depending on the situation, the staff member may wait until the child has calmed down to review what happened and discuss how this could be avoided/handled the next time.

4.) **Next Steps.** If a child cannot be calmed down, or repeated behaviors persists that could harm themselves or others, or that significantly disrupts the program the child and/or children may be removed from the program. A form may be filled out to document behaviors throughout the day. Students may also earn positive “Stars” for making good choices throughout the day.

**5.) We follow the following guidelines according to state licensing when disciplining a child:**

- 1) Positive methods of discipline that encourage self-control, self-direction, self-esteem, and cooperation shall be used.
- 2) All the following means of punishment shall be prohibited:
  - a) Hitting, spanking, shaking, biting, pinching, or inflicting other forms of corporal punishment.
  - b) Placing any substances in a child’s mouth, including but not limited to, soap, hot sauce, or vinegar.
  - c) Restricting a child's movement by binding or tying him or her.
  - d) Inflicting mental or emotional punishment, such as humiliating, shaming, or threatening a child.
  - e) Depriving a child of meals, snacks, rest, or necessary toilet use.
  - f) Excluding a child from outdoor play or other gross motor activities.
  - g) Excluding a child from daily learning experiences.
  - h) Confining a child in an enclosed area, such as a closet, locked room, box, or similar enclosure.
- 3) Non-severe and developmentally appropriate discipline or restraint may be used when reasonably necessary, based on a child's development, to prevent a child from harming him/her self or to prevent a child from harming other persons or property, excluding those forms of punishment prohibited by sub rule (2) of this rule.

## **5.3 Behavior Plan**

Please know our desire is for your child to be successful, safe, and happy in the best possible environment. In order to provide all students with the opportunity to learn and grow in a safe environment, the following behavior plan has been developed and will always be in effect in our program.

### **RULES**

- Be Safe (I will keep my hands and feet to myself)
- Be Respectful (I will use listening ears and watching eyes when a counselor or a friend is talking)
- Be Responsible (I will do my best work every day and clean up after myself)
- Be Caring (I will use kind words and help others)

### **REWARDS**

- Verbal praise • Smiles • High fives • Special privileges

### **ORDER OF CONSEQUENCES**

1. Verbal warning
2. Safe spot - a location to think about behavior and prepare to go back to the group activity.
3. After the third warning, parents are called to pick up their child for at least that day.
4. Removal from program after three calls home to parents.

## **5.4 Confidentiality**

No BCK staff member shall disclose personal or confidential information to persons not authorized by law and/or ethics to receive information (i.e. child abuse and/or plans to hurt self or others). Staff members and participating families must maintain confidence as they learn information about enrolled children and families.

## – SECTION 6 –

### CURRICULUM

Curriculum at BCK includes child-initiated and teacher-directed activities and experiences offered to young children that support and enrich their development physically, emotionally, socially, and cognitively. Each classroom has weekly lesson plans, posted in the classroom. These plans contain a number of activities, designed to foster each child's development, and the development of the group as a whole.

Each area is set-up in centers, which include blocks, dramatic play, books, gross motor, fine motor, and art. Outdoor play is important to a child's physical development and must be included in both the morning and afternoon schedule. Self-activity selection or "free-play" is a daily part of the curriculum and means a child has the opportunity to choose which center or activity he/she participates in. This promotes creative expression and development of important social skills.

### 6.1 Daily Schedule and Activities

Every staff member is responsible for carrying out the schedule and activities. The daily schedule and activities create a balance between active and quiet times; large and small group, and individual activities; small and large muscle activities; indoor and outdoor play times; as well as times for self-selection and teacher-directed activities. **Lesson plans and the daily schedule must be posted in the center and visible at all times.**

Consistency from day-to-day is important to the overall well-being of the children and classroom environment. Children **thrive** on consistency! Routines should be maintained whenever possible for arrivals and departures; meals and snacks; resting or nap times; personal care routines like toileting and hand washing; and transitions.

## 6.2 Physical Environment

The room arrangements should include blocks, dramatic play, art, large and small motor, and books arranged by centers. These areas should be clearly defined, with obvious boundaries. Quiet areas should be set -up as far away from noisy activities (blocks, cars, etc.) as possible. The room décor should consist mostly of child artwork and photographs of an children themselves at the child's eye level. Room arrangement should take into consideration that staff must always be able to see every child.

## 6.3 Free Play

“Free-play” (also called child-initiated activities, free choice, self-selection) must be incorporated into the morning and afternoon schedule. Teachers are expected to actively participate with the children during free play activities by asking questions about what the children are doing, participating in their pretend play, reading books when prompted, encouraging children to try new activities, etc.

## 6.4 Outdoor Play

Outdoor play must be incorporated into the daily schedule for both the morning and afternoon, in almost all weather conditions. In the event of rain, severe wind/cold, or extreme heat, children are permitted to remain indoors. Teachers should refer to the ***Child Care Weather Watch*** poster to help determine if it is too hot or cold to play outdoors. There is less structure in an outdoor learning environment; however, it is expected that staff members actively engage in activities when prompted by the children. Outdoor play is an opportunity for children to engage in activities that would otherwise be unsafe in an indoor classroom. Outdoor play is more child-directed play but remember that the outdoor learning environment is an extension of the indoor classroom.

## **6.5 Weapons/Violent Play**

Children are not permitted to play with weapons of any type or size or to pretend that other items are weapons, including their fingers, hands, or blocks. Redirection should be used when a child is engaging in weapon or violent play. Competitive behavior is minimized in our programs. In young children, competition often increases negative behavior and decreases acceptance of others. Bullying is not considered acceptable behavior; all efforts will be made to guide children in finding appropriate ways to interact with others.