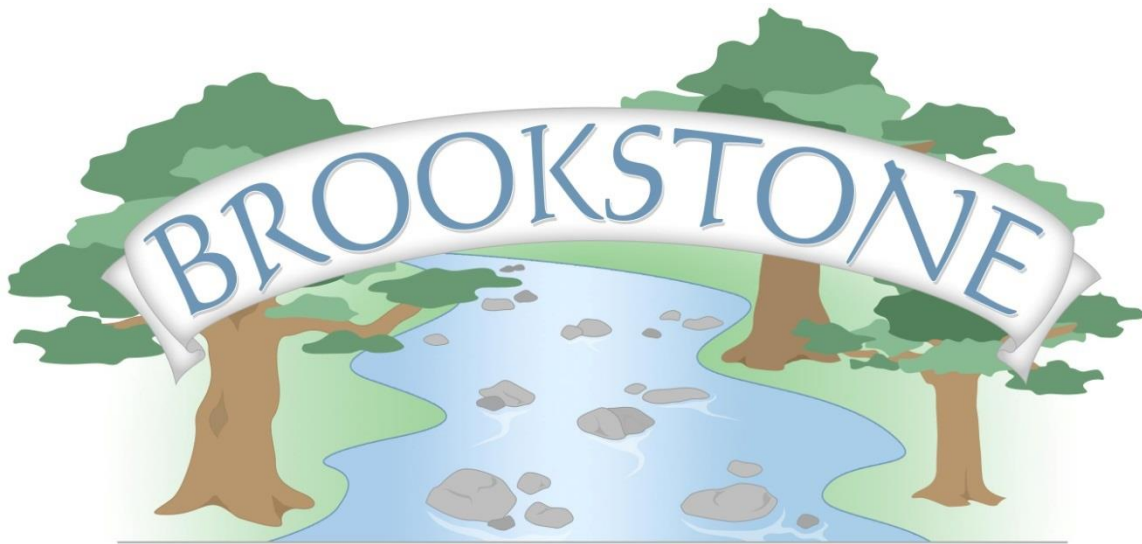


Student Handbook: Daycare/Preschool



Christian Academy

I will instruct you and teach you in the way you should go; I will guide you with my eye upon you. Psalm 32:8

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*I will instruct you and teach you in the way you should go;
I will guide you with my eye [upon you].*

- Psalm 32:8

Mission Statement

The mission of the Brookstone Christian Academy is to provide safe, affordable, faith-based, high quality child care for the greater Monroe area. In doing so, we provide a nurturing Christian environment that supports the needs and development of the whole child: spiritual, educational, physical, social and emotional. The Brookstone family is committed to modeling Christian values in our interactions with each other, our students, and the families we serve.

Vision Statement

To lead each child entrusted to our care to a closer personal relationship with Christ; to develop a deep seated love of God, and of learning, that will last a life time. To raise up, in partnership with our parents and guardians, highly-educated leaders of tomorrow that will live out God's will in their lives: Men and women of faith with a heart for discipleship, community and service.

Thank you for choosing Brookstone Christian Academy. Here at Brookstone we realize that children learn best when they are engaged and having fun; they retain knowledge and skills better when more of their senses are involved in the learning process; and when they are treated with the love and respect they deserve – they respond in kind.

Interactive play promotes natural social interaction, cognitive learning skills, and meets children where they are at developmentally, instead of requiring them to always fit within the lines of a worksheet. Children stay motivated when they are having fun! Fun activities enhance all developmental areas because children are using multiple sensory systems for learning. Quality play involves the whole child. Using art, song, movement, games, stories and circle time are just some of the ways Brookstone will help nurture each individual child through interactive and educational play.

Brookstone uses the faith based "**Abeka**" curriculum. We have chosen this curriculum because it encourages academic excellence; textbooks are written from a Biblical perspective and have been proven to have great success in educating school age children.

The teachers at Brookstone daycare and preschool will provide a framework for learning for all children that encompasses cognitive, social-emotional, communication, language and sensory motor development. The daily program of the daycare will provide constructive experiences for each child through physical activity, creative play, music, stories, and projects. Brookstone will provide a setting, which is rich and varied in opportunities for growth and exploration.

Statement of Faith

As a Christian organization, our belief structure is governed first and foremost by the Bible. As individuals and as an organization, everything we do must be evaluated in the light of scripture. Our Statement of Faith isn't a suggestion or a guideline – it is the very foundation upon which we are built. The Academy's chaplain, in consultation with the leadership of our parent church (North Monroe Street Church) is the final authority in matters of interpretation and application.

At Brookstone Christian Academy, we believe:

I. The Bible is the living, inspired word of God. It is without error, unshakeable, unchangeable, and immovable.

"All scripture is breathed out by God and profitable for teaching, for reproof, for correction, and for training in righteousness..."

— 2 Timothy 3:16

II. There is one God, and he exists in three persons: the Father, the Son, and the Holy Spirit.

"Go therefore and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit..."

— Matthew 28:19

III. Jesus Christ is the son of God. Everything the word says about Him is true, and His deity is not to go without acknowledgement and praise.

"Jesus said to them, "But who do you say that I am?" Simon Peter replied, "You are the Christ, the Son of the living God.""

— Matthew 16:15-16

IV. Jesus Christ is coming back one day to complete the salvation of the church.

"And while they were gazing into heaven as he went, behold, two men stood by them in white robes, and said, "Men of Galilee, why do you stand looking into heaven? This Jesus, who was taken up from you into heaven, will come in the same way as you saw him go into heaven.""

— Acts 1:10-11

V. The willful, atoning sacrifice of Jesus Christ is the only thing sufficient to provide for man's eternal salvation.

"He himself bore our sins in his body on the tree, that we might die to sin and live to righteousness. By his wounds you have been healed."

— 1 Peter 2:24

VI. New life through the Holy Spirit is essential for personal salvation.

"Jesus answered him, "Truly, truly, I say to you, unless one is born again he cannot see the kingdom of God." Nicodemus said to him, "How can a man be born when he is old? Can he enter a second time into his mother's womb and be born?" Jesus answered, "Truly, truly, I say to you, unless one is born of water and the Spirit, he cannot enter the kingdom of God.""

— John 3:3-5

VII. The baptism of the Holy Spirit is given to those who ask for it.

"And they were all filled with the Holy Spirit and began to speak in other tongues as the Spirit gave them utterance...For the promise is for you and for your children and for all who are far off, everyone whom the Lord our God calls to himself."

— Acts 2:4, 39

VIII. The Holy Spirit enables us to live holy lives.

"But I say, walk by the Spirit, and you will not gratify the desires of the flesh."

— Galatians 5:16

IX. Both the saved and the lost will take part in the resurrection, the saved to eternal life in the presence of the father, and the lost to eternal separation from God in the lake of fire.

"Do not marvel at this, for an hour is coming when all who are in the tombs will hear his voice and come out, those who have done good to the resurrection of life, and those who have done evil to the resurrection of judgement."

— John 5:28-29

X. A pursuit of excellence, rooted in uncompromising faith, results in God's favor and blessing.

"But Daniel purposed in his heart that he would not defile himself with the portion of the king's meat, nor with the wine which he drank... As for these four children, God gave them knowledge and skill in all learning and wisdom: and Daniel had understanding in all visions and dreams"

— Daniel 1:8a, 17

1. Admissions Policy

1.1 Non-Discrimination. Neither Brookstone Christian Academy (hereinafter Brookstone, or the Academy) nor any staff member or volunteer will discriminate against any child, for any reason (race, sex, creed, color, or ethnic origin). However, we do reserve the right to deny service to any child if, in the prayerful opinion of management, the belief system promoted in the child's home conflicts with the established beliefs and Christian expectations of the Academy to the extent that inclusion of the child will cause him or her undue stress, confusion, or conflict.

1.2 Admissions Procedures. Applicants shall complete, sign, and return all necessary and applicable forms to the center no later than one week prior to the child's first day at the center. The application package includes:

- Application for admission
- \$50.00 non-refundable registration fee – One time only (If an otherwise eligible child is denied service at Brookstone, the registration fee will be returned.)
- Curriculum fee – Due yearly for Nursery (\$30) and Preschool (\$45) classes
- Health Appraisal (renewed yearly for birth to 30 mo., and every 2 years for 31mo to preschool age)
- Immunization record – as required by the Michigan Department of Health. The certificate of immunizations needs to be updated showing completion of requirements as specified by the Department of Community Health within 4 months.
 - Emergency transportation authorization
 - Child Information Record
 - Parent Notification of the Licensing Notebook
 - Consent for Photography and Videotaping
 - Compliance form
 - Acknowledgement of Statement of Beliefs
 - Signed tuition agreement
 - Initial tuition payment
 - Verification of eligibility for any discounts, if applicable

1.3 Enrollment for Daycare. The minimum enrollment for any child (other than Preschool and Nursery School children) is two (2) full days per week or (3) half days per week. You can enroll in any combination of full or half days as long as it meets the minimum day's requirement.

* Full time enrollment means any length of time between the hours of 7am to 6pm. You can drop off or pick up anytime within these hours.

* Part time enrollment is only offered in the mornings from 7am to 11am for infants and toddlers or 8am to 12pm for nursery or preschool.

1.4 Criteria for withdrawal from the Center.

School Initiated: Brookstone reserves the right to dismiss a child from the center at any time. Brookstone also reserves the right to decide what process will be taken for dismissal, and will be decided on a case-by-case basis. The following are only examples of types of separation procedures and/or causes that are available to the Academy.

Immediate Dismissal:

- If a child is hostile toward others.
- If a child has contracted a disease which the Health Dept. recommends separation from others.
- 30 days behind in tuition payments.
- Conduct from a parent that is intimidating and presents a threat (real or perceived) toward staff, students, or volunteers.

Two week notice:

- If a child is not adapting to the Academy's structure or expectations within a reasonable amount of time.
- If a child has repeated behavior problems, that are not of a hostile or threatening nature, that are not being resolved.
- If a family disagrees with, and does not cooperate with, the staff concerning the beliefs, policies, and standards of Brookstone Christian Academy and its parent church, North Monroe Street Church of God.

Parent Initiated: Parents are well within their rights to remove a child from the Brookstone program at any time. However, unless good cause can be given for sudden withdrawal, tuition and fees are still payable for the required two week notice period as agreed upon.

Immediate withdrawal:

- If a parent feels that they or their child is in immediate danger at the center.
- If the parent has lost their job without notice, and are under financial duress.

Two Week Notice:

- If a child is being pulled out for kindergarten, summer vacation, or any other break during the school year.
- If the parent or guardian is aware of a job loss or layoff within a reasonable amount of time.
- If the child will be changing centers.

Two weeks written notice is required by the center for withdrawal of a child from the center. Should you withdraw your child for any reason, re-admittance to Brookstone will be accomplished through the same enrollment process stated in the *Admissions Procedures* section of this handbook. This includes the nonrefundable registration fee. The tuition rate charged for re-enrollment will reflect rates in effect at the time of re-enrollment. Re-admittance is not guaranteed. Brookstone Christian Academy reserves the right to withdraw any child at any time if he or she cannot function appropriately in the pre-school or daycare setting.

2. Routine Procedures

2.1 First day at the Center. Your child's first day at the center will be filled with many emotions from excitement to shyness. It is recommended that before the first day of class, all extra clothing, blankets, and any other necessary items be turned in to the teacher. This will provide more time for you to help your child transition to his/her new environment. Each child will need to bring a book bag with them every day they are at the Academy.

Our goal on this day is to make your child(ren) feel as comfortable and at ease as possible. Parents should give themselves extra time when dropping off in order to engage in play with their child, provide assurances and speak with your child's teacher.

2.2 Typical Daily Routine. Brookstone Christian Academy is open throughout year, Monday – Friday from 7:00am - 6:00pm. The programs implemented at Brookstone Christian Academy are designed to enhance your child's development in every area of his or her growth and education. The Academy holds that education consists of spiritual, intellectual, social, and physical development, which prepares children to be prosperous members of the community, and confident in their Christian walk, in an increasingly non-Christian world. While the schedules detailed below are representative of a typical day, our teachers are afforded the flexibility to adjust times and activities to capitalize on student involvement and the learning styles of their students.

A typical daily schedule:

Preschool, Nursery, & Toddler II:

Morning:

7:00	All day care dropoff
9:00-9:15	Preschool early arrival/snack
9:15-9:30	Table Time (start of preschool)
9:30-10:00	Pledge/Bible/Verse
10:00-10:30	Snack/Skills Development
10:30-10:55	Phonics/Poems/Drama
10:55-11:45	Teaching/Seatwork
11:45-12:00	Story Time (end of preschool)

Afternoon:

12:00-12:30	Recess/Exploration
12:30-1:00	Lunch
1:00-3:00	Nap
3:00-3:30	Bathroom/Snack
3:30-4:15	Outdoor Recess/Exploration
4:15-4:45	Wash-up/Bathroom
4:45-6:00	Choice/Departure

Toddler I:

Morning:

7:00-8:30	Drop Off/Breakfast/Free Play
8:15-9:00	Snack/Bathroom
9:00-9:35	Bible/Bathroom
9:35-10:00	Circle Time
10:00-10:45	Centers/Free Play
10:45-11:00	Bathroom
11-11:30	Lunch

Afternoon:

11:30-2:00	Nap
2:00-2:30	Bathroom/Snack
2:30-3:00	Skills Development
3:00-3:45	Outdoor Recess/Exploration
3:45-4:15	Bathroom
4:15-6:00	Choice/Departure

Daily Activities for Infants:

Times will vary throughout the day but activities will consist of:

- Diapering every 2 hours or as soiled
- Feedings
- Stories
- Fine Motor Activity
- Large Motor Activity
- Nap

2.3 Arrival and Departure Procedures. To assure the safety of all of the children in our care, you may be asked to show a valid picture ID at any time by any staff member, teacher or volunteer, when picking up your child.

Anyone picking up or dropping off a child must use the Academy's designated door at the corner of the building. At no time should the church entrance doors be used for this purpose. At arrival and departure, you (or your authorized alternates) must sign your child in and out of his/her classroom by printing the child's name, signing your name and putting the exact time you dropped off or picked your child.

Each child will have their own coat hook and cubby for their personal belongings. Artwork, classwork, projects and official communications from the Academy can be found there. Please check regularly. Feel free to talk with your child's teacher(s) at arrival and pick-up if you have questions, or concerns. The office at Brookstone has an open door policy so that you may also discuss any concerns you may have with either the director or administrator.

Please make use of any parking spots adjacent to the center. We have permission from the church to use handicap parking spots during Brookstone operating hours.

2.3.1 Release to authorized agents. At no time will your child be turned over to anyone but the persons authorized by you as listed on your Child Information Card. Please inform authorized agents of our arrival and departure procedures and of the need to show proof of identity to ensure a smooth transition.

2.3.2 Late pick up. In order to maintain state mandated ratios, students need to be picked up on time. Any child picked up more than 15 minutes late will incur a charge equal to \$15 per 15 minutes, without proration, as recorded by the releasing teacher. Continued late pick up without prior approval of either the director or administrator may result in dismissal of the student from the Academy.

2.3.3 Early drop off. Brookstone is open at 7:00am for daycare and 9:00am for preschool. Any child that needs to be dropped off prior to these times must get approval from the director or administrator – additional charges may apply.

2.4 Brookstone Holidays. Holiday closings will be not be charged to daycare students, however scheduled closings have been factored into tuition cost for preschool students. Brookstone offices, nursery, daycare and preschool will be closed on the following holidays:

Good Friday thru Easter Monday;
Memorial Day;
**Independence Day*;
Labor Day;
Thanksgiving Day and the Friday after;
**Christmas-Dec. 24th-26th*; and
**New Years-Dec. 31st-Jan. 2nd*.

* *These holiday closings will vary yearly depending on when each occurs during the week. Please refer to the current academic calendar for actual days of operation and closure.*

2.5 Vacation & Absence Allowance. Each child Enrolled at Brookstone Christian Academy Daycare (*as opposed to Preschool and Nursery school students*) shall receive an allowance of absences and vacations days per year equal to the child's weekly contracted attendance. These 'vacation' days are available as of the child's one year anniversary with the Academy. Scheduled student vacation days under this policy will not be billed. Written notice, one week prior to the absence, is required.

For Example:

A child enrolled full time for two (2) days a week will be credited with two (2) full days of vacation allowance;

A child enrolled part time for five (5) days a week will be credited with five (5) half days of vacation allowance.

Any missed days other than the days authorized, as described above, will all be charged in full as part of your regular tuition. There will be no refunds or credits given for days missed other than those allowed under this policy. This does not include holidays and days missed due to inclement weather. *Children enrolled in Preschool or Nursery School are not covered under this policy.*

3. Dress Code

Brookstone Christian Academy is first and foremost a Christian institution; therefore the Academy **will not** tolerate clothing with any type of vulgar, obscene, or inappropriate logos, writing, or pictures on them. This includes, but will not be limited to, attire that suggests affiliation with gangs, any groups or organizations that are violent or discriminatory in nature or rhetoric, or are at odds with the beliefs of Brookstone or her parent church.

Secondly, Brookstone is a school, but it is also a center of exploration and discovery. Therefore all clothing should be in good repair, properly fit and appropriate for an interactive learning environment.

Please make sure that your child is dressed appropriately for the weather. Students will not be allowed to wear their coats during the day. As a matter of practice, all classrooms, weather permitting, try to go outside at least once per day. On days that there is snow on the ground or its cold, you will need to send your child with boots, gloves, hat, snow pants and a coat.

All students need to have a change of clothes onsite at Brookstone. These clothes need to be in keeping with this policy and should be evaluated periodically to judge fit and suitability for the weather.

Shirts: All shirts must have sleeves: tank tops, spaghetti straps and cut off sleeves are not allowed. Shirts must cover your students back and belly when their arms are extended.

Pants/skirts: Shorts and skirt hems must come to the child's fingertips when their arms are down by their side. It is strongly recommended that girls wearing dresses or skirts wear some type of shorts underneath. Pants or jeans that have rips, frays, tears, or holes are not appropriate.

Shoes: Shoes should be comfortable, **well-fit** and suitable for outside play. Open-toed shoes and 'flip flops' are not appropriate foot wear. Snow boots, galoshes, and other weather specific footwear cannot be worn in class. Please make sure your student has a change of shoes if he/she will be wearing these types of boots to or from school. Shoes that make noise, or are otherwise a distraction, are not allowed. State law mandates that our students wear shoes while in our care. If, at your discretion, you would like to leave 'play' shoes at the Academy, the staff will be happy to notify you when your child has outgrown them.

Ensure that all embellishments (i.e. hair clips, beads, earrings, and other hair accessories) are secure and do not pose a health hazard to your child or her classmates.

Teachers have the right to determine what constitutes appropriate attire. Students dressed inappropriately will be changed into their spare clothes, if available. At the director's discretion, a parent may be called to either pickup an inappropriately dressed student or bring in acceptable clothing. Repeated offenses of this policy may result in the child's dismissal from the Academy.

4. Payments

4.1 Payment Policy. Tuition can be paid by cash, check, or money order, and are due on the 1st and the 15th of each month unless prior arrangements have been made with either the Academy director or administrator. *All payments need to be made at the main office.* There is a tuition drop box with courtesy envelopes on the door for your convenience.

4.2 Late Payments. A \$15.00 late fee will be charged for any tuition that is not paid within 5 business days of the due date. An additional \$10.00 will be charged for every week thereafter. Accounts that are 30 days in arrears will result in cancellation of your child's enrollment until bill is paid in full.

4.3 NSF Fees. Any checks returned by a banking or financial institution for insufficient funds (NSF) will result in a \$25.00 service fee assessed to your student's tuition. After two NSF checks in a rolling twelve month period, Brookstone will require that all subsequent payments be made with either cash or money order.

4.4 Child Tax Credit. At the end of each calendar year Brookstone will prepare a statement of all tuition paid by each family. This statement will serve as a summary of all payments and will include the Academy's tax I.D. number. If you are no longer enrolled at the center at the time of distribution, you will receive your statement in the mail according to the address on file, post marked no later than January 31st of the following year.

5. Naptime.

All **Daycare** students will have a "naptime" in accordance with the licensing rules of the Department of Consumer and Human Services. Children will have a quiet atmosphere and a designated cot for napping. Naptime will vary between 11:30 pm and 3:00 pm. Children will not be required to sleep; however, they must be able to lie quietly and rest so as not to disturb the other children. Every child will need a small blanket and pillow for nap time. Each item must be labeled with the child's name on it, and will be returned at the end of every week to be washed and needs to be returned on the child's next scheduled day of school.

6. Food Service Program

6.1 Lunch and Snacks. All snacks and lunches will be provided by the Academy. Breakfast will **not** be provided. Please be certain to feed your child before he/she is dropped off. Menus will be planned in advance and posted on the parent board. Food will be of sufficient quantity and nutritional quality to

provide for the dietary needs of each child. Lunch will consist of at least 1/3 of a child's daily nutritional requirements. Each snack will consist of items from at least 2 of the 4 basic food groups.

6.2 Opting out. If necessary, a student may 'opt out' of Brookstone's Food Service Program in order to meet the requirements of a medically prescribed diet or to satisfy religious convictions. In the event that a student is not receiving school provided lunch or snacks, it is the parent or guardian's responsibility to send in approved food that meets established nutritional guidelines that is clearly marked with the student's name and date. Unless there is a medical need or religious consideration, all children will eat the food provided by Brookstone. *Children will not be allowed to pack their own lunches and/or snacks.*

6.1 Food-Borne Allergies. All known food allergies must be documented and submitted to Brookstone. Every effort will be made to work within the restrictions of the student body. Contact your student's teacher before sending in treats (holidays, birthdays, etc.) to inquire about allergies within the Academy. Allergies that may require immediate treatment with medication or an epi-pen must be documented and communicated to both the director and the student's teacher. Medication for such an allergy must be made available to Brookstone while the student is on campus.

7. Health and Safety

7.1 Illness and Communicable Diseases. Infections, colds, and viruses can spread quickly in a school setting. In order to control the spread of illness and disease to the greatest extent possible, any concerns need to be communicated to the student's teacher or the director. This includes, but is not limited to the following: The Flu, H1N1, Chicken pox, Impetigo, Ringworm, Mumps, Meningitis, Lice, Gastroenteritis, Intestinal Parasites, Mononucleosis, Measles, German Measles, Hepatitis, Scabies, Scarlet Fever, Whooping Cough, etc.

Guidelines for a Student Illness:

- 1.** Do not bring your child to school during or after an illness until he or she has had a normal temperature and has shown no signs of diarrhea, vomiting, extreme coughing or other symptoms for 24 hours prior to the student's return.
- 2.** Notify the Academy of a runny nose because of sinus problems due to allergies.
- 3.** Please call the school if your child will be out for the day due to illness and keep Brookstone informed of the diagnosis and treatment regimen as it affects your student's school day.

4. Brookstone will follow all hand washing procedures as prescribed by the Michigan Health Department. We highly encourage hand washing at child's drop off and pick-up.
5. Your child will be sent home for the following reasons (but not limited to them): Temp of 100°F or more, 2 diarrhea episodes within a 24-hour period (including time away from the Academy), vomiting, extreme coughing, or any other flu like symptoms. Parents are expected to pick their child up as soon as possible after being called by Brookstone. *Every effort will be made to provide notification as early as possible.*
6. After being sent home your child may not return until he or she has had a normal temperature and has shown no signs of diarrhea, vomiting, extreme coughing or other symptoms for 24 hours prior to the student's return. Additionally, to minimize a relapse of symptoms and disruption to the classroom, it is strongly recommended that all medications are administered according to the doctor's orders

7.2 Exclusion Policy. BCA will be following the *Monroe County Health Departments* (MCHD) recommendations for all illnesses and communicable diseases. These recommendations will override doctor's opinions and recommendations. The MCHD will be used as the basis of all of our decisions on disease information, incubation, period of communicability, mode of transmission, signs and restrictions. A copy of the communicable disease reference chart is posted in front of the office on the bulletin board.

Children who show common signs of illness will be isolated from the rest of the children in a quiet area of the center to rest. The staff will then contact the child's parent or guardian by phone, using the emergency numbers on file, and request that the child be picked up.

Children who contract a contagious disease will be excluded from the center during the communicable period of the disease and will only be re-admitted to the center upon the advice of a physician, provided in writing. A physician signed medical form will be necessary to hold your spot in the center if they are to be absent a length of time longer than 2 weeks, but shorter than 1 month, with an authorization to return provided to the director prior to re-admittance. If it is necessary to keep your child out of the center for a period longer than 1 month, the following options are available:

1. The student can be re-enrolled, as per the admission policy above, with the advice and consent of a physician; or
2. A retainer, at a rate of **50%** of the child's contract tuition rate, may be submitted to ensure the student's ability to return to the Academy after receiving clearance from a physician. Retainer fees are due and payable as per the tuition payment agreement. *No guarantees, express or implied, may be made for a student who is withdrawn from the Academy without a retainer.*

7.3 First Aid and Emergencies. All Staff members of Brookstone Christian Academy are trained in Rescue CPR, First Aid and Blood Borne Pathogens, and are prepared to respond in the event of an accident or emergency. In the event of an emergency, responding staff will provide only the immediate first aid necessary to remove the child from danger and make him or her comfortable. During which time, as assessment will be made to determine the next appropriate course of action.

In the case of **minor accidents** such as a scrape, bruise, or abrasions, a staff member will stop the bleeding if needed, clean the area, apply a cold compress and/or bandage to the affected area. No topical ointment or medication will be applied at any time. Parents will not be called in the case of a minor incident.

In the case of a **major accident** such as broken limb, loss of a tooth or cut that may require stitches, the staff of Brookstone will use their best judgment to immediately secure the necessary emergency medical treatment for the student, prior to calling the parent or guardian, as necessary, using the contact information provided in the child's file.

When an accident, whether big or small, occurs at the center, the caregiver in charge will fill out an accident report. It will be signed by the Director, copied, and signed by the parent or guardian. One copy of the report will be given to the parent or guardian and another will be kept on file at the center.

7.4 Inclement Weather/Emergencies. In the case of extreme weather conditions, Brookstone may be forced to close for all or part of the day to ensure the safety of staff and students. In these instances, a message will be placed on the school's answering machine no later than 5:30am the morning of the closure. Also, information on changes to the Academy's operating schedule will be provided to channel 11 (WTOL). It is recommended that emergency arrangements are made ahead of time to lessen the impact of unforeseen interruptions. Brookstone will comply with all recommendations and orders of state and local Emergency Management authorities. Days missed under this policy will not be billable to daycare students.

7.5 Head Lice. Brookstone has a strict "NO NIT" policy. Any child found to have head lice or nits in their hair will be sent home immediately, along with all clothing and bedding kept at the Academy. No student sent home for head lice will be allowed to return without a doctor's note releasing them back to school, **and** presenting no signs of head lice. The director has final authority in accepting a student back who has been discharged for head lice. If, at any time, head lice is found at the Academy all linens will be sent home to be washed and returned, and the center will clean and wash all possible contaminated items and areas.

7.6 Medication. Brookstone is a medication center, which means that we have the ability to administer medication to students. In order to administer medications, they need to be in the original container with the child's full name printed on it. If it is a prescription, it needs to be in the original container from the pharmacy with the original label, clearly identifying the student as the intended recipient. The Academy must be provided with detailed instructions and the appropriate dispensing device with pre-labeled measurements. The medication needs to be within the expiration date. All medications will be stored and administered with a witness present. Medication will only be administered according to the dosing directions, or as indicated by a physician. Each time a medication is given, it will be documented in the child's file and on the appropriate paperwork. *If a child needs an epi-pen, it is the parent/guardian's responsibility to provide it to the teacher along with allergy information and indications for its use.-*

At no time will Brookstone administer medicine whose primary function compromises the integrity of our sick child policies. (i.e. medication for fever, vomiting, severe cough, anti-diarrheal etc.) See 7.1 above.

7.7 Allergies. In order to provide for the overall health and safety of our student body, it is imperative that any and all allergies are properly documented. For those allergies that require periodic medication, the medication must adhere to the Academy's medication policy, see 7.6 above.

7.8 Child Protection Law. Brookstone Christian Academy shall at all times be compliant with the provisions and rules of 1975 PA238, MCL722-621 known as the "Child Protection Law." All employees and volunteers will be checked through the Family Independent Agency to verify that they are not on the central registry for abuse and neglect. The staff of Brookstone has a right and an obligation to will report suspected abuse and or neglect to Children's Protective Services. A copy of this law can be found on the internet at:

<http://www.legislature.mi.gov/documents/mcl/pdf/mcl-Act-238-of-1975.pdf>

8. Discipline and Correction

8.1 Discipline and Correction Philosophy. The staff of Brookstone Christian Academy will never condone, engage in, or allow, the use of physical or verbal abuse as a means of punishment by any adult. Brookstone expects full cooperation from our students in order to maximize the educational potential of everyone. When that cooperation is lacking, it occasionally becomes necessary to take disciplinary measures. Focus on the Family defines discipline as:

1. To train for correction and maturity;
2. To correct *future* acts;
3. Done out love and concern; and
4. Ultimately provides the child with a sense of security.

It is in this corrective light that all disciplinary action will be taken.

A child showing repeated behavioral problems will be disciplined. Loving discipline is essential for children to feel secure in the learning environment. It is important for children to know what behavior is expected and the consequences for misbehavior. At Brookstone discipline will always be prayerfully considered, and appropriate to the act.

At Brookstone the need for correction is based on several premises:

1. Teachers have a right to teach.
2. All children have a right to learn.
3. No child may deprive another of his or her right to learn.
4. Children must be held responsible for their own behavior.
5. All children have the right to feel safe and secure in the learning environment.

As a Christian daycare, Brookstone desires to maintain a scriptural-based outlook. We believe that disciplinary guidelines should be sound, clear, and reasonable (Prov. 22:6; II Tim. 3:16-17; Eph. 6:4; Gal. 5:22-23). We do not tolerate harshness, cruelty, or ridicule. Disciplinary actions are administered in the spirit of love and concern for the child's maturity and development of self-control. In every situation we will endeavor to employ appropriate **positive** disciplinary measures necessary to correct an unacceptable behavior. Each classroom teacher will handle the discipline of students under his or her care. This includes praying with children, establishing expectations, correcting and warning those regarding unacceptable actions, and punishment. Recurrent or unusual situations will be referred to the Director of the center.

8.2 Hands-off. Brookstone has a "hands-off" policy. Children are required to keep their hands, and all other body parts, to themselves at all times. This includes, but is not limited to: hitting, kicking, punching or any other acts demonstrated out of aggression which make physical contact, inappropriate hugging or touching, any physical contact that makes another child or person feel uncomfortable. Breaking this rule may result in immediate suspension, expulsion, detention or in-house suspension. This will be determined by the teacher, director, or Pastor.

8.3 Bullying. **BCA** also has a "**no-bully**" policy. Bullying will not be tolerated at Brookstone. Anytime a person makes another person feel uncomfortable,

scared, humiliated, made fun of, threatened, made to feel inadequate etc. can constitute as bullying and will not be tolerated. Breaking this rule may result in immediate action. This will be determined by the teacher, director, or pastor.

8.4 Corrective Action. Some of the disciplinary measures that may employed are the following:

- Children will be spoken to in a kindly manner, but with authority, to redirect them.
- A "time out" may be given to help a child to think about their behavior.
- A child may be removed from the group to sit out of an activity.
- At no time though, will a child be isolated in a confined area.
- During naptime in daycare, if a disruption should occur, the child and is or her cot may be positioned elsewhere.
- A child may be taken to the director's or president's office to sit, due to reoccurring behavior or as circumstances warrant.
- Positive reinforcement and rewards for acceptable behavior.

This list is by no means exhaustive and Brookstone staff has the latitude and flexibility to take measures that are appropriate to the individual circumstances.

Spitting, hitting, kicking and cussing are examples some of the more extreme types of unacceptable behavior. When behaviors of this type occur, the child's parents will be called for consultation and/or asked to pick up their child immediately. This decision is at the Director or Administrators discretion.

8.5 Conflict Resolution. In most instances teachers at Brookstone will encourage **conflict-resolution steps** to help children resolve their own disputes before discipline is necessary. These steps are used to help children solve their own social conflicts. The steps shall include:

- Approaching calmly
- Acknowledge each child's feelings
- Gather information from each child
- Restate the problem
- Ask the children for their own solution ideas
- Give follow-up support.

Parents are encouraged to discuss any questions or concerns they might have about their child's behavior with their teacher and the director. In all instances it is expected that parents and staff work together to reinforce the Academy's rules.

Brookstone Christian Academy reserves the right to determine what conduct is unacceptable, and may deal with such behavior with dismissal from the center at any time.

9. Volunteering and Parent Visits

9.1 Volunteering. All volunteers of the Academy must pass a background check and a tuberculosis (TB) screening prior to working with students. Additionally, volunteers must also sign an affidavit stating they are free from communicable diseases. This requirement also includes parents who will be actively engaging Brookstone's student body more than 4 hours a week. Parents, grandparents, and guardians are always welcome to volunteer. Contact the administration office for the appropriate paperwork before beginning any volunteer activities with the Academy.

9.2 Parent Visits. Brookstone has an open door policy, and parents are always welcome to observe their child in his or her classroom. Please set up a mutual convenient time with your child's teacher if you would like to observe.

While teachers strive to remain in constant contact with parents, should you feel a 'formal' conference with your child's teacher is necessary, please schedule a time with the administration office. The director and administrator reserve the right to attend conferences as circumstances and availability warrant.

10. Infant/Young Toddler Information

10.1 Daily Information Forms. The Academy will maintain, and send home daily, a detailed record for children up to 2 ½ years of age which will include information in the following areas:

- ✓ Food intake.
- ✓ Sleeping Patterns.
- ✓ Bowel Movements.
- ✓ Wet diaper changes.
- ✓ Developmental milestones
- ✓ Needs

10.2 Diapering Policy. Each parent or guardian is responsible for supplying properly fitting diapers, wipes, and diapering powder/ointment. All diapering will be done in a designated diapering area. Children's diapers will be checked every two hours and changed when soiled or wet.

10.3 Toilet Training Policy. Parents in consultation with their child's physician reserve the right to decide when their child is ready to potty train. When a parent decides to start potty training they need to notify the Academy. Disposable pull-ups or thick training pants with a plastic covering are required for all potty trainers. Each child will have the opportunity to use the bathroom at least once every hour. Brookstone will never ridicule, threaten or otherwise offer

a negative deterrent to a child for soiling a diaper. Verbal encouragement will be given at all times. Each child's progress will be kept track of on the daily information form (see 10.1 above). Additionally a record of the child's progress will be maintained at the Academy. When your child has stayed dry consistently for approximately 6 weeks, they can then start wearing regular underwear to the center. *Brookstone reserves the right to make the final decision on the transition to regular underwear on a case-by-case basis.*

10.4 Formula, Milk and Food. Brookstone Christian Academy does not provide formula, milk, or food at any time for infants less under 18 months of age. It is the parent or guardian's responsibility to bring formula, milk, food, bottles, nipples, liners, and containers, as needed and appropriate. At the age of 18 months Brookstone will begin providing all food and drinks (See section, 6. Food Service Program above). In accordance with state regulations the following provisions must be followed:

1. Formula shall be prepared at the child's home and placed in an assembled bottle unit before being brought to the center. Each bottle or food item should be dated and the child's name placed on the outside of the bottle. (Masking tape works great.)
2. Formula, milk, and perishable foods needing refrigeration shall be refrigerated. Formula shall not be stored longer than 24 hours after opening. Foods shall be covered and labeled as to the contents, date of opening, and the specific child for whom its use is intended. Foods other than formula shall be used or discarded within a 36-hour period after opening.
3. Each bottle and nipple supplied by the parent shall be used for a single feeding only and then be returned to the parent.
4. Formula and milk left in a bottle or uneaten food that remains on a dish, from which a child has been fed, shall be discarded at the end of a feeding.
5. Formula shall be iron fortified for a child who is six months old or less, unless otherwise recommended by a licensed physician. This does not include infants who are being fed breast milk.
6. A child who is too young to sit in a high chair or at a feeding table will be held in a semi-sitting position or placed in an infant seat to be fed.

7. A child who is unable to hold his or her own bottle shall be held when a bottle is given.
8. Solid foods shall be introduced to the child according to the parent's or licensed physician's instructions.
9. At the end of each day all uneaten food, drinks and bottles from the refrigerator must be taken home by the parent.
10. Information regarding a child's food, health, and temperament shall be shared daily between caregivers and parents. This will be done with a form that the caregivers will fill out daily on each child and will be given to the parent at time of pick up.

10.5 Transitioning. Infants and toddlers shall have a transition period before progressing to the next age group. The transition time can be during any part of the day. Transitioning helps a child to adapt slowly to a new environment, teacher, routine and friends. This process will allow the student to gain confidence, learning new things and get accustomed to new developmental milestones and expectations. Activities typically involved in the process include, but are not limited to: crib to cot sleeping, hand fed to self-feeding, highchair use to chair and table use, bottle to Sippy cup use, etc.

We know this is a difficult time for both child and parent. Working together as a team will help your child's transition go smoother. Please speak to your child's teacher if you have questions or concerns.

Typical Schedule for Transitioning

Infants to Toddler 1: At about 11 ½ mo old

Toddler 1 to Toddler 2: When showing signs of independence (talking, participating etc.)

Toddler 2 to 2 ½ yr old class: Around 30 mo old

10.6 Items to bring from home. In order to ensure the highest level of care for your child, please be sure that the Academy is provided with the following:

- Diapers (*You will be notified when supplies are low.*)
- Wipes (*You will be notified when supplies are low.*)
- Two extra sets of clothing.
- Burp cloths
- Multiple bibs
- 2 crib sheets (blanket and pillow for toddler)
- A small unopened container of formula for emergencies.
- Extra food items (non-perishable) in case of an accident or emergency.
- An extra pacifier (if used)

11. Older Toddler/Preschool Child Information

11.1 Expectations. Toddler and preschool students are in the transition from the freeplay environment of daycare and are being exposed to the more structured environment of a classroom. (though we are sensitive to the needs of our students to still have freetime) Even at this age however, students have a large capacity for learning and the A Beka curriculum is designed to maximize that potential.

Students should come to school every day ready to learn. Having the importance of school reinforced at home along with the expectation that they are preparing for the next big step (preschool, young-5s, kindergarten, etc.) will ensure that the classroom as a whole prospers and each student is able to work to their potential.

11.2 Items to bring from home. Although individual classrooms may have specific needs that will be communicated separately, as a rule all toddler and preschool students will need an extra set of clothing for emergencies; and in the case of all day students, a pillow, blanket and stuffed animal (optional) for naptime.

Unless it is in response to a specific event (such as show and tell, or a class project) toys should be left at home. The disruption they can cause to the learning environment and the chance of them being lost outweigh any potential benefits.

12. Miscellaneous

12.1 Field Trips. Occasions will arise to take students off campus for various enrichment and educational opportunities. In such an event, a permission slip will be sent home detailing all relevant information. Any child without a signed permission slip will not be allowed to participate.

12.2 Birthdays and Holiday Celebrations. No parent should feel obligated to send in a "treat" to recognize their child's birthday, a holiday or other milestone. However, for those wishing to include the class in those celebrations, you may bring in a "prepackaged" or store bought treat to share with the class during their birthday or any other celebrated holiday at Brookstone. Please ask the child's teacher how many treats are needed and which day would be best to bring the treat in so special arrangements can be made.

Brookstone will not be celebrating holidays that do not line up with the Word of God. The nature of holiday celebrations are at the discretion of the teacher.

12.3 Licensing Notebook Availability. In accordance with DHS guidelines, Brookstone maintains a 'Licensing Notebook'. This notebook contains all the licensing inspection and special investigation reports and related corrective action plans since May 28, 2010. This notebook is available in the Program Directors office for inspection during normal business hours. Alternately, the licensing inspection and special investigation reports from at least the past 2 years are available on the child care licensing website: www.michigan.gov/michildcare

12.4 Child Custody Situations. Brookstone views the safety and security of every child as our first priority. We will make every effort to ensure that a child is released only to persons authorized by the parent. Therefore following shall apply:

- A child shall be released to either parent unless a court order prohibits release to a particular parent.
- Brookstone has a legal and moral obligation to follow the orders of the court.
- Complete executed copies of relevant court orders (dated and signed by a judge or other legal authority) need to be provided to Brookstone as they are made available.
- The safety of our student body is our first and highest priority. Brookstone staff has the right and responsibility to call the authorities if any person attempts to remove a child from our care in violation of this policy or a lawful court order.
- In the event of a domestic dispute or disagreement over the custody of a child in Brookstone's care, authorities will be called and their recommendations will be followed by Brookstone staff.

12.5 Pesticide Applications. All parents will be notified when pesticide applications occur inside or outside of the building. Notifications will sent home prior to application and will be posted at the main entrance to the facility.

Advance notice shall contain information about the pesticide, including the target pest or purpose, approximate location, date of the application, contact information at the center, and a toll-free number for a national pesticide information center recognized by the Michigan Department of Agriculture.

Liquid spray or aerosol insecticide applications may not be performed in a room of a child care center unless the room will be unoccupied by children for not less than 4 hours or longer if required by the pesticide label use directions. Call the toxic hotline 1-800-MI-TOXIC (1-800-648-6942) for more information on pesticides.

12.6 Policy Changes. The Academy reserves the right to make changes in policies and to the student handbook as needed. Parents will be advised of the changes as they are made.

- A. I have read, am thoroughly familiar with, and agree to comply with the Brookstone Christian Academy Student Handbook;
- B. I acknowledge that the Brookstone Student Handbook may be amended from time to time by Brookstone and that reasonable efforts will be made to notify me of such changes;
- C. I agree that my use of the Academy's services, facilities, or resources shall constitute my acceptance and agreement to comply with all of the policies in the Student Handbook, including any amendments adopted as of the date of such use;
- D. I understand that the services provided by Brookstone Christian Academy are part of the outreach ministries of North Monroe Street Church and that such services are governed by the doctrines of said parent church that provide for worship services, or Christian education;
- E. I understand that the Statement of Faith forms the founding principles which govern Brookstone Christian Academy, and as a Christian institution and ministry, the staff of Brookstone actively works to impart the knowledge and application of this belief system to the children entrusted to their care; and
- F. Violation of Academy policies, whether by the student or parents/legal guardian, may result in action up to and including dismissal from the Academy at the discretion of the Director and/or President.

Student's Name: _____

Parent/Guardian Printed Name

Parent/Guardian Signature **Date**

In accordance with the State of Michigan, Department of Human Services (R. 400.8146(1) & (2)), I certify that I am in receipt of the following information:

_____ Criteria for Admission and Withdrawal (sections 1.2 & 1.4);

_____ Schedule of Operations (section 2);

_____ Fee Policy (Provided independent of this handbook);

_____ Discipline Policy (section 8.4);

_____ Food Service Policy (section 6);

_____ Program Philosophy (page 4);

_____ Typical Daily Routine (section 2.2);

_____ Parent Notification Plan for accident, injuries, incident and illnesses (section 7);

_____ Exclusion Policy for Child Illness (section 7.2); and

_____ Notice of Licensing Notebook Availability (section 12.3)

Student's Name: _____

Parent/Guardian Printed Name

Parent/Guardian Signature

Date