



WELCOME

Welcome to the **Leaps & Bounds Early Childhood Education Program!** We are very happy to have you as a valued family in our program. You chose **Leaps & Bounds Early Childhood Education Program** because of our promise of quality programming for children. We are proud of what we have accomplished so far and look forward to a successful and rewarding future. As the parent(s) of an enrolled child, you play an important part in the success of care given to your child. We expect great things from our combined efforts.

OUR MISSION

Leaps & Bounds Early Childhood Education Program supports working parents/guardians by providing a safe and secure environment that is staffed by caregivers who guide and direct children with love, respect, concern, and acceptance. We believe in developing a respectful partnership with parents/guardians to help children develop to their full potential.

OUR PHILOSOPHY

Leaps & Bounds Early Childhood Education Program fosters the development of the whole child: the social, emotional, physical and intellectual selves. Each child is recognized and valued as a unique individual and is allowed to grow and develop at his/her own rate. The program offers an interactive environment with a relaxed and flexible atmosphere. Staff support children's curiosity and exploration with the goal being to inspire a lifelong love of learning.

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PARENT HANDBOOK

YOUR CHILD'S DEVELOPMENT

All persons involved in taking care of a child are helping to shape the experiences that allow the brain to develop. There are 10 major areas that need constant attention by both parents and caregivers involved in an enrolled child's environment. They are:

1. **Actively Involved:** This means eye contact, smiles, getting down to their level, really playing, 1-1 time, interactive match, shared control, active learning, children expected to help with anything that they are capable of, and what is expected. Teacher/Parents will be patient, nurturing and will help support each other during new developmental stages.
2. **Communication:** Staff will share with you special events or activities about your child's day at Leaps & Bounds Early Childhood Education Program. It is important for a parent to share with teachers any events that are special to your child/family. Each family receives daily information sheets and monthly newsletters on your child.
3. **Cultural Diversity:** Each family is its own culture onto itself. Our philosophy includes giving children a broad perspective of their world: avoid stereotypes in conversation, books, and media. We try to include multicultural experiences as part of their everyday plan not just special times. We stay away from discussing specific religious customs and practices unless a child brings it up.
4. **Resourcefulness:** It is up to all of us to come up with ideas that are free or inexpensive. The great thing is a child usually likes these activities best. Parents and teachers who are creative and resourceful are also modeling these important characteristics for their children. And remember to recycle everything by bringing it to your child's teacher for projects. An example of this is toilet paper rolls, plastic bags and scrap paper.
5. **Singing/Books:** How can you feel stressed out or sad when you sing or when you have one on one time reading a book? Children learn from the rhymes, rhythms and repetition that are present in books and music. Everyone needs to be sung to and read to everyday.
6. **Team Spirit:** We are most successful when we all work together. In our case, "the whole is greater than the sum of all its parts." Everyone is valuable and has something to contribute. Let's share with each other all the new developmental stages – and remember this to will pass.
7. **Messy Play:** We encourage children to explore textures and objects; the exploration will not be limited. Please send your child in play clothes. At Leaps & Bounds Early Childhood Education Program, we believe it is the process not the end products that the children learn and grow from.
8. **Positive Environment:** Teachers work on all language and communications with your child to be phrased positively. Example: "sit on your bottom" instead of "don't stand on the chair." We acknowledge what we want the children to do and not the negative behavior.
9. **Developmental Growth:** We have a wealth of information on children's growth and development. This information is in the form of books, brochures, pamphlets, DVDs, and CDs and is available for parents to check out in our Parent Resource Center.
10. **Live the Philosophy:** Make a commitment to understanding and implementing the theory that *"if it is not in the hand, then it is not in the brain."*

We appreciate and respect the combined dedication to your children and our future.



ADMISSION

Any child age 6 weeks up to 12 years old is eligible for admission to **Leaps & Bounds Early Childhood Education Program**.

Enrollments are limited and children will be placed on a first-come, first-served manner.

Please note that children enrolled full time will have seniority over children enrolled part time.

SCHEDULE OF OPERATION

Leaps & Bounds Early Childhood Education Program operates year round from 6:30 a.m. to 6:00 p.m. Monday through Friday.

Leaps & Bounds Early Childhood Education Program will be closed the following holidays:

New Year's Eve	Independence Day	Friday Following Thanksgiving
New Year's Day	Labor Day	Christmas Eve
Memorial Day (Observed)	Thanksgiving Day	Christmas Day

Leaps & Bounds Early Childhood Education Program will be closed for one week in August for routine thorough cleaning and/or staff training. Please refer to your contract to find out the week of shutdown.

In addition, if enrollment is below an economically feasible number, the center may be closed.

It is our goal to remain open on school snow days. In the event of a snow day/cancellation, we request that you call the center to let us know whether or not your child will still be coming that day. If your child does not arrive by his/her normal drop off time and you have not contacted the center then we will assume that your child will not be coming. If you choose not to bring your child on a snow day you will still be charged.

On occasion, if the weather is so severe that it jeopardizes the safety of our staff, administration may decide to close the center. If the center does close it will be announced on the local radio and television radio stations. Also, if the center closes you will not be charged tuition for that day.

For school age children, the program is available on a first-come, first-served basis on:

Snow Days—delays & cancellations

*Please call the center prior to dropping off your child to ensure that there is an opening.

School Breaks

Summer Vacation

PARENT HANDBOOK

ENROLLMENT REQUIREMENTS

The following documents are needed for registration of all children in **Leaps & Bounds Early Childhood Education Program**:

- Registration Form
- Emergency Card – updated annually or when changes occur
- Child's Health Appraisal or Physical Health/Immunization Form

At the time of initial attendance, one of the following shall be obtained and kept on file:

- A certificate of immunization showing a minimum of 1 dose of each immunizing agent specified by the Department of Community Health
- A copy of a waiver addressed to the Department of Community Health and signed by the parent stating immunizations are not being administered due to religious, medical, or other reasons.

Within 30 days of initial attendance, one of the following shall be obtained and kept on file and accessible in the center:

- Infants/toddlers: a physical evaluation performed within the preceding 3 months signed by a licensed physician or his or her designee. Any restrictions shall be noted.
- Older toddlers and preschool age: a physical evaluation performed within the preceding year signed by a licensed physician or designee. Any restrictions shall be noted

Physical evaluations shall be updated as follows:

1. Yearly for infants and toddlers.
2. Every two years for older toddlers and preschool age.
3. Photo Permission/Field Trip Permission Form



FEES

Registration: All new families in **Leaps & Bounds Early Childhood Education Program** will be required to pay a one-time **non-refundable** fee of \$25.00. All fees will be charged on a contracted basis as follows.

	INFANT/TODDLER	PRESCHOOL	SCHOOL-AGE	Summer-SCHOOL AGE
WEEKLY	\$43.00*	\$27.00*(@)	\$3.50 Per Hour**	\$90.00
DAILY	\$41.00*	\$33*	\$3.50 Per Hour** & \$1.75 Per Hour	\$20.00

Children who attend our 3's & 4's Pre School program will be charged \$16.50 per half day for child care.

*REFERS TO A CHILD IN ATTENDANCE FOR A FULL DAY IN THE DAYCARE.

**\$3.50 Minimum, then billed in hour increments after the first hour.

@ Materials Fee \$10/mo - 3 year old program

@ Materials Fee \$15/mo - 4 year old program

Payment: Payment is expected the **Friday** proceeding the week of care. Checks or money orders are payable to **Leaps & Bounds Early Childhood Education Program**. Your fee pays for the direct operational cost of the program. When you enroll and sign up for specific days, you are reserving the time, space, staff and provisions for your child whether they attend or not. **Hence, no tuition adjustments are made for daily absences due to illness or last minute cancellations.**

DHS/FIA Approved Families: The DHS Agency pays only a portion of the total tuition bill. It will be the parent's responsibility to pay whatever DHS does not cover.

Late Payment Fee: A \$25.00 fee will be assessed if payments are later than two weeks.

Late Pick-Up: Parents should arrive with enough time to get their child's belongings packed up and be ready to leave **before** the center's closing time. If staff members must remain after closing to accommodate you, a late fee of **\$1.00 per minute, per caregiver** will apply. If you incur a late fee, you will receive a letter informing you of the amount of the late fee and to which two caregivers it is owed. If you discover that you will be late: Call the person designated to help you in such situations and have that person pick up your child before 6:00 p.m. Call **Leaps & Bounds Early Childhood Education Program** 231-889-4750 and tell them who will be picking up your child. Adults will have to show a picture ID and sign for your child.

Anyone under the age of 18 must have written permission from the parent to pick up their child. If this will be a regular occurrence, the permission slip will be kept on file. No one under the age of 16 will be allowed to pick up your child. (Some exceptions may be made, with **written parental permission**, if the minor child who is picking up is a sibling of the child in daycare).

CONTRACTS

Parents are required to complete a "contract" 3 times a year. The "contract" is a calendar which the parents complete to indicate what their child care needs will be. Contracts are due according to the following schedule:

- **August 1:** Contracts for Sept., Oct., Nov., and Dec. are due. Parents are bound to what they put on these contracts. **Missed days are still paid for.**
- **December 1:** Contracts for Jan, Feb, March, and April are due. Parents are bound to what they put on these contracts. **Missed days are still paid for.**
- **April 1:** Contracts for May, June, July and Aug. are due. Parents are bound to what they put on these contracts. **Missed days are still paid for.**

Full time positions take precedence over part time. Part time slots must be matched to create a full time position. It is the responsibility of Leaps & Bounds to attempt to match part time slots. If a full time spot cannot be made from the given part time days, parents will be notified that those days do not work and given a choice of other days that will.

Special circumstances that come up can be brought to the attention of the Leaps & Bounds administration and changes will be considered on an as-need basis.

PARENT HANDBOOK

WITHDRAWAL

If it becomes necessary to withdraw your child(ren) from **Leaps & Bounds Early Childhood Education Program**, the director must be notified in writing two weeks prior to the last day of attendance. A final statement will be issued summarizing total fees according to your child's daycare contract.

Leaps & Bounds Early Childhood Education Program holds the rights to withdraw a child on the grounds of:

- Repeat failure of parent(s) to comply with the policies of **Leaps & Bounds Early Childhood Education Program**
- The presence of a child who poses a threat to the physical, emotional or mental health of other children, or who demands an inordinate amount of adult attention and/or supervision
- Failure to provide up to date health and immunization records in accordance with the policies of the Department of Consumer & Industrial Services.
- Two weeks absence without notice
- Non-payment of tuition (immediate termination).

Any of the above-mentioned concerns will result in a format of:

- **Initial Conference.** This will be an opportunity for those involved to discuss the situation that are causing concern and what methods will be taken
- **Second Conference.** This conference will be to let the parent(s) know that the child's needs will not be met at this time in the program.

POSITIVE DISCIPLINE

Management and guidance strategies appropriate to the skills and interest of each individual child will be used at **Leaps & Bounds Early Childhood Education Program**. Verbal, physical, or emotional punishment (spanking, bribing, shaming, or threatening) will be prohibited. *Discipline will be positive, firm, and consistent in order to foster the development of self-control, self-direction, self-esteem, and a spirit of cooperation within the child.* If intervention is necessary to prevent a child from harming themselves or others, staff members will problem solve with the child helping them to choose a more pro-social behavior. If a conflict erupts between children, the staff member will act as a mediator until the problem is solved.

If a child has a pattern of negative behavior, the **Leaps & Bounds Early Childhood Education Program** Director and the child's lead caregiver will ask to meet with the child's parent or guardian to inform them and to enlist their help in working with the child. If disruptive behavior continues, the child will be suspended from **Leaps & Bounds Early Childhood Education Program** and the program policy on dismissal will be implemented.



STAFF

Our dedicated director and caregivers are professionally trained and educated. Our staff continues to grow professionally by earning professional points. These points are obtained by attending workshops and conferences on topics covering children's growth and development. All staff will be reviewed once a year to maintain consistent compliance with all of **Leaps & Bounds Early Childhood Education Program** qualifications.

Staff are screened through the State of Michigan Police and Department of Human Services for any convictions or substantiated reports of child abuse or neglect. Staff are required to provide a report signed by a licensed physician stating that they are physically healthy and free from tuberculosis. In addition, our staff is trained in CPR (annually), Blood Borne Pathogens (annually) and First Aid (every three years).



MEALS

Leaps & Bounds Early Childhood Education Program provides a breakfast, lunch, and p.m. snack in conjunction with the USDA food requirements. Parents of children with food allergies need to notify the director or caregiver.

At both breakfast and lunch whole or 2% milk will be served to the children. If your child has an allergy or is lactose intolerant please provide the Program with a physician's note. You will be responsible for providing the appropriate milk.

We do not provide meals during Spring Break, Christmas Break and during scheduled school days off (ie. Winter break day, Teacher in-service days, the day after Easter and summer break). Parents are responsible for packing a sack lunch and an afternoon snack with

the necessary utensils on these days. We also ask that you feed your child breakfast at home. We will notify you prior to these days.

The Child Nutrition Programs are open to all eligible children and adults regardless of race, color, national origin, sex, or disability. Any person who believes he or she has been discriminated against in any USDA related activity should write to the Secretary of Agriculture Washington D.C. 20250.

PARENT HANDBOOK

Leaps & Bounds is pleased to offer five distinct programs to meet the needs of families:

Infant Program Three-Year-Old Preschool
Toddler Program Four-Year-Old Preschool
School-Age Program



INFANT CARE

Bottles: Infants needing bottles/formula is the responsibility of the parents/guardians to prepare. Parent(s) will be responsible for labeling each pre-made bottle and cap with the child's full name and date. Once a bottle is warmed in a crock pot and offered to the child, the unused portion of the bottle is good for 1 hour and after that time, the liquid will be disposed of. **Leaps & Bounds Early Childhood Education Program** provides infant formula with Iron. Parents who choose not to use our formula are asked to sign a Formula Sign-Off Form.



Food: As parents consent, **Leaps & Bounds Early Childhood Education Program** will provide beginning solid foods off the daily menu for children starting to eat solids.

Naps: **Leaps & Bounds Early Childhood Education Program** provides cribs for the infants during nap times. Infants will be placed in their cribs on their back. When infants can easily turn over from their backs to their stomachs, they shall be initially placed on their backs, but allowed to adopt whatever position they prefer for sleep. Caregivers must frequently monitor infants' breathing and sleep position. The cribs will have a snug fitted sheet and will be free of toys, bottles, blankets, bumper pads and stuffed animals. Cots will be offered to children over 12 months and will be a minimum of 2" off the ground.



Daily Information Sheets: Until your child is 12 months of age parents are required to fill out daily sheets for their child(ren) on a daily basis. This information allows staff access to information such as sleep pattern, diaper activity, numbers to reach parents, etc.

Change of Clothes: Parents will need to bring **at least** one change of clothes for their infant which will be kept at the center. If the child's clothes become soiled, the caregiver will put them in a plastic bag and put them in the child's diaper bag. **Your child will get messy during their daily play activities therefore; we recommend you do not send them in their best clothes.**



Diapers: Parents are responsible for providing diapers, wipes, and ointments as needed. There is a diaper charge of \$2.50 per day if the child runs out of diapers or wipes in a course of the day of attendance.

TODDLER CARE

Change of Clothes: Parents will need to bring at least one change of clothes for their child which will be kept at the center. If the child's clothes become soiled, the caregiver will put them in a plastic bag and put them in the child's diaper bag. **Your child will get messy during their daily play activities therefore; we recommend you do not send them in their best clothes.**

Toys from Home: Unless designated by the lead caregiver, toys from home are discouraged.

Diapers: Parents are responsible for providing diapers, wipes, and ointments if used. There is a diaper charge of \$2.50 per day if the child runs out of diapers in a course of the day of attendance.

Toddler "Lovies" or Blankets: Parents are responsible for providing blankets for naptime. Blankets and soft items are allowed on the cots. All bedding will be sent home to be washed when soiled or weekly, at a minimum. Lovies or pacifiers need to be identified in permanent black marker.

Naps: **Leaps & Bounds Early Childhood Education Program** will provide nap cots to all toddlers. Cots will be a minimum of 2" off the ground and will be cleaned and sanitized before being used by another child.

Toilet Training: Toilet training shall be planned cooperatively between the child's primary caregiver and the parents so that the toilet routine is established and is consistent between the center and the child's home. If you wish to use pull-ups during this time we prefer that you provide your child with pull-ups with the tear away sides. In addition once a pull-up is put on a child, it may not be saved to be sent home, even if it appears that it has not been soiled.



PRE-SCHOOL

Diapers: Parents are responsible for providing diapers, wipes, and ointments if used. If a child is in the process of being potty trained, we request that parents provide pull-ups with the removable sides. There is a diaper charge of \$2.50 per day if the child runs out of diapers or wipes in a course of the day of attendance.

Naps/Rest Time: **Leaps & Bounds Early Childhood Education Program** offers cots to children during nap/rest time. Cots will be a minimum of 2" off the ground and are sanitized between use. Parents are responsible for providing a child size pillow & blanket for their child while they rest. These items need to be identified with the child's name with permanent marker. At the end of each week, these items will be sent home to be washed.

Toys from home: Unless designated by the child's teacher, toys from home are discouraged.

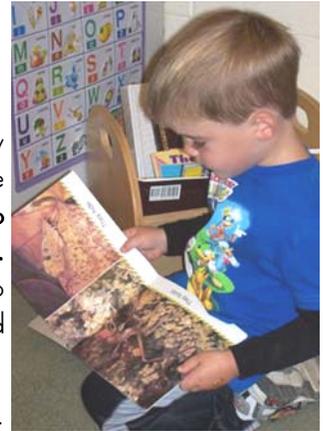
Change of Clothes: Parents will need to bring at least one change of clothes for their child which will be kept at the center. If the child's clothes are soiled, the teacher will put them in a plastic bag and put them in the child's diaper bag/back pack. **Your child will get messy during their daily play activities therefore; we recommend you do not send them in their best clothes.**

Toilet Training: Toilet training shall be planned cooperatively between the child's primary caregiver and the parents so that the toilet routine is established and is consistent between the center and the child's home. As stated above, if you wish to use pull-ups we prefer that you provide your child the pull-ups with the tear away sides.

PARENT HANDBOOK

THREE-YEAR OLD / FOUR-YEAR OLD PRESCHOOL PROGRAMS

The Leaps and Bounds 3's and 4's preschool programs will run from September through May each year. When you enroll and sign up for the preschool program, you are reserving the time, space, staff and provisions for your child whether they attend or not. **Hence, no tuition adjustments are made for daily absences due to illness or last minute cancellations.** Payment is expected no later than the last day of the preceding month. Please tune into your local radio and TV channels for delays or cancellations. If Onekama Consolidated Schools is delayed or cancelled, then the preschool program will be as well.



The 3-year-old preschool program is offered on Tuesday and Thursday from 8:30 a.m. – 11:00 a.m. Children must also be potty trained. Tuition for the 3-year old program is \$110.00 per month. **If your child attends the day care full time and you pay the weekly rate of \$127.00, the tuition fee of \$110 is waived; however there is a \$10 monthly materials fee.**



The 4-year-old preschool program is offered on Monday, Wednesday, and Friday from 8:30 a.m. – 11:30 a.m. Tuition for the 4-year-old program is \$138.00 per month. **If your child attends the day care full time and you pay the weekly rate of \$127.00, the tuition fee of \$138.00 is waived; however there is a \$15 monthly materials fee.**

For those children needing childcare after the preschool class the fee is \$16.50 for the remaining half of the day. For more information regarding this program, please see the Leaps & Bounds Early Childhood Education Director.

SCHOOL AGE

Leaps & Bounds Early Childhood Education Program offers care to school age children ages 5 up to 12 years old during: Summer vacation, Spring/Christmas break, scheduled school days off and before/after school. School age refers to a child eligible to be enrolled in a Kindergarten program up to 12 years of age.

Snack: During the school year, a snack is offered to the children in the after school program.

Rest Time: When an enrolled school-aged children are in attendance for more than 6 hours, **Leaps & Bounds Early Childhood Education Program** will offer a quiet time. During this quiet time, children may engage in quiet activities or rest on a cot provided by the center.

Toys from home: Unless designated by the lead caregiver, toys from home are discouraged.



EMERGENCY PROCEDURES

A parent/guardian will be required to complete a Child Information/Emergency Card that contains contact phone numbers and authorization to seek emergency medical care. This card, along with emergency medical numbers of an ambulance service and poison control center will be available by each program's phone.

Injuries/Illnesses: Children who are injured or ill will be turned over to the parent or guardian as soon as possible. If an injury occurs that requires medical attention, the parent or guardian will be contacted immediately. The parent will then provide transportation to the medical facility. If an injury occurs that requires **urgent** medical attention, the Emergency Medical Service will be called immediately, followed by a call to the parent or guardian.

Fire/Severe Weather: There will be procedures for both a fire and severe weather emergency available, near the sign-in sheet, in the classroom. Should an emergency arise, the caregiver/director would be responsible for taking the sign-in sheet as the children and other members evacuate the center following the plan established for the classroom. Attendance will be taken as the children reach safety of a pre-determined site. These procedures will be practiced several times throughout the year.

Emergency Crisis: In the case of an emergency crisis we will follow the evacuation plan established by Onekama Consolidated Schools.

PICK UP

Parents of **Leaps & Bounds Early Childhood Education Program** attendance **MUST ACCOMPANY** their child in and out of the classroom each day and sign the child in/out for the day. The parent must also tell the caregiver that they are leaving with his/her child.

The staff at **Leaps & Bounds Early Childhood Education Program** **WILL NOT** under any circumstances release a child to an individual who is not named by the parent in writing or verbally. Photo identification will be required of anyone picking up the child other than the child's parent or guardian. This policy is strictly enforced for the safety of all the children in our care.

WEAPON PLAY POLICY

Weapons or toy weapons are not allowed to be brought from home. If a child turns another toy or finger into a gun, we will explain that real guns can hurt people and we wouldn't want to pretend to hurt someone.

NON-BIAS, MULTICULTURAL

Our philosophy includes giving children a broad perspective of their world. We try to include multicultural experiences as part of our everyday plan and not just special times. Teaching the children to tolerate the diversity of all cultures is part of our mission statement.

OUTDOOR PLAY

Unless it is raining or the wind chill is below +5 degrees, all children will go outside. It is the parent's responsibility to send the child properly dressed and clothing labeled with a permanent marker. Outdoor play is a daily licensing requirement. It provides an opportunity for learning in a different environment and also provides many health benefits. Open spaces in outdoor areas encourage children to develop gross motor skills and fine motor play in ways that may be difficult to duplicate indoors. Staffing restrictions do not allow for ill children to remain inside while the rest of their class is outside. Therefore, if your child is too ill to go outside, it is safe to assume they are too ill to be at the center.



PARENT HANDBOOK

MEDICATION POLICY

Prescription or nonprescription medication shall be given to a child by a Leaps and Bounds Early Childhood Education Program caregiver. The parent must fill out a medication form and give written permission to administer the medication. Please contact your child's caregiver for a medication form. All medication shall be in its original container with the pharmacy label indicating the physician's name, child's name, instructions, and name and strength of the medication.

To assure that all medication is appropriately administered, a caregiver shall only give or apply **PRESCRIPTION** and **NON PRESCRIPTION** medication according to the directions on the bottle. Thus, if a non-prescription medication (i.e. Tylenol, Motrin etc.) indicates to consult a physician if under the age of two, written consent is needed from the child's physician before it can be administered by a Leaps and Bounds caregiver. This includes "sharing" prescription medication among siblings unless all names are on the prescription. In addition, medication shall not be added to a child's beverage or food unless indicated on the prescription label.

Topical nonprescription medication, including but not limited to sunscreen and diaper cream requires a medication form completed by the parent before it can be administered. Parents are required to update this authorization annually.

****Please read the dosage directions of non-prescription medication very carefully. A doctor's note may be required of any medication whose dosage instructions**

ILLNESS POLICY

The Office of Children and Adult Licensing and the Michigan Department of Community Health jointly prepared the following guidelines for child illness policies in child care centers:

To assure the health and safety of children and help minimize the spread of infection parents will be called for any of the following reasons:

- **Fever over 101 F orally** – Fevers have many causes. Although fevers may occur during teething, it is important to rule out other, more serious causes of elevated temperature which may require specific treatment.
- **Diarrhea 3 or more times in a 24 hour period**
- **An unexplained rash**
- **Vomiting**
- **A thick discharge from the nose or eyes**



In addition, Rule 400.5113c(1) in the Licensing handbook states that it is at the center's discretion to send a child home as soon as possible if one or more of the following conditions exists:

- The illness prevents the child from participating comfortably in activities as determined by the center.
- The illness results in a greater need for care than the child care staff can provide without compromising the health and safety of the other children.

Children may return to **Leaps & Bounds Early Childhood Education Program** when:

- They are symptom free for 24 hours or on antibiotics for 24 hours
- They are fever free for 24 hours without medication

Parents are asked not to bring their child if they feel the child is contagious or needs direct one on one attention. When assessing your child's ability to attend **Leaps & Bounds Early Childhood Education Program** due to illness please remember: *If your child was healthy, would it bother you if another child attended the daycare with the same symptoms as your child is now exhibiting?*

HEALTH CARE POLICIES

It is our responsibility to stop the spread of germs. Caregivers must wash their hands with disinfectant soap after using the toilet, helping a child use the toilet, diapering, wiping a child's nose, cleaning up vomit, diarrhea, wet pants, etc. Children will also wash their hands with disinfectant soap when handling food and before eating. They will also wash with soap immediately following using the bathroom or wiping their nose.

Cots will be disinfected after every use with a bleach and water solution.

At the end of each day, the rooms are sanitized using a bleach and water solution. Once a week the toys are hand washed and sanitized and soft toys are washed in the washing machine.

TRANSITION FROM ROOM-TO-ROOM

Between the ages of 2 and 3 years of age toddlers are transitioned into the preschool room. Transition will be based on one or more of the following factors:

- The age of the child
- Developmental abilities such as: self-help skills, social, emotional, cognitive and language development.
- Available openings in the preschool room

When possible we prefer to transition children as a group. To help ease the transition the child's current caregiver will accompany the child(ren) on several short visits. You will be notified prior to the exact transition day. At this time you may discuss with your child's caregiver any questions you may have about the transition. Transition paperwork will follow your child to the preschool room. The caregiver's at **Leaps and Bounds Early Childhood Education Program** understands that children transition differently. Thus, it is our goal to make **each child's** transition as smooth as possible.



COMPLAINTS / CONCERNS

Should you have a concern or complaint, please discuss it with your child's caregiver and try to resolve the issue as soon as possible. If you feel the situation is not resolved to your best interest, then you should contact the director immediately.

HOLIDAYS / BIRTHDAYS

Leaps & Bounds Early Childhood Education Program enjoys celebrating holidays and birthdays. To be consistent with Onekama Consolidated School's commitment to modeling a healthy lifestyle, we encourage healthy snacks. If you choose to bring in a snack for a holiday party or your child's birthday, we ask that you also support this commitment by choosing a healthy, nutritious snack. For ideas on acceptable snacks, please ask your child's caregiver.

To ensure the safe handling of food when preparing a snack for your child's class, please refer to the USDA website concerning food safety: www.fsis.usda.gov/factsheets/Basics_for_Handling_Food_Safely/index.asp

PARENT HANDBOOK

TEACHER / CHILD RATIO:

Leaps & Bounds Early Childhood Education Program maintains the state required teacher/child ratio:

- 1-4 for infants and young toddlers 0-30 months.
- 1-8 for older toddlers 30-36 months
- 1-10 for preschoolers 3 years of age
- 1-12 for preschoolers 4 years of age
- 1-18 for school age* children up to 12 years old
* "School age" is defined as eligible to be enrolled in kindergarten.

If there are children of mixed ages in the same room or in a well defined space, then the ratio shall be determined by the age of the youngest child unless each group of children is clearly separated.

FIELD TRIPS

All of our field trips are done on foot and incorporate our local attractions including the park, the library, grocery store, and nature trails. Parents shall be notified before each field trip.

FEDERAL IDENTIFICATION NUMBER

Our federal identification number is **38-6002588**.

SUSPECTED CHILD ABUSE

The Child Protection Law states that child care providers are mandated to immediately report to the proper authorities any instance where there is reasonable cause to suspect child abuse or neglect.

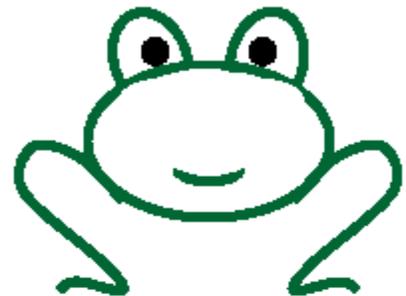
EQUAL OPPORTUNITY PROVIDER

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

KEY CARD ACCESS

Leaps & Bounds Early Childhood Education Program promises a safe, secure environment with access by staff and parents only using a key card.

At the time of enrollment, families are issued two key cards at no cost. Parents are asked to use this card during drop-off and pick-up to gain access to the center. Replacement cards are available upon request at a cost of \$15.00 per card.



PARENT NOTIFICATION OF THE LICENSING NOTEBOOK REQUIREMENT

Child Care Organizations Act, 1973 Public Act 116

All child care centers must maintain a licensing notebook which includes all licensing inspection reports, special investigation reports, and all related corrective action plans (CAP). The notebook must include all reports issued and CAPs developed on and after May 27, 2010 until the license is closed.

- This center maintains a licensing notebook of all licensing inspection reports, special investigation reports, and all related corrective action plans.
- The notebook will be available to parents for review during regular business hours and is located at the Parent Resource Center.
- Licensing inspection and special investigation reports from the past two years are available on the Bureau of Children and Adult Licensing website at www.michigan.gov/michildcare.

I have read the above statement issued by Leaps & Bounds Early Childhood Education Program.

Parent Name: _____

Parent Signature: _____ Date: _____

Please sign and return this form to a Leaps & Bounds caregiver.

PARENT HANDBOOK AGREEMENT PAGE

I have reviewed the **Leaps & Bounds Early Childhood Education Program** handbook and accept the statement of services, policies, and procedures.

Parent or Legal Guardian Signature: _____

Date: _____

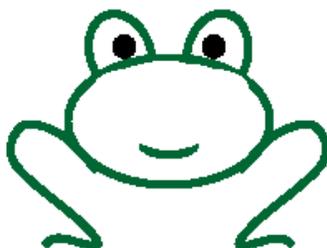
Child's Name: _____

Child's Name: _____

Child's Name: _____

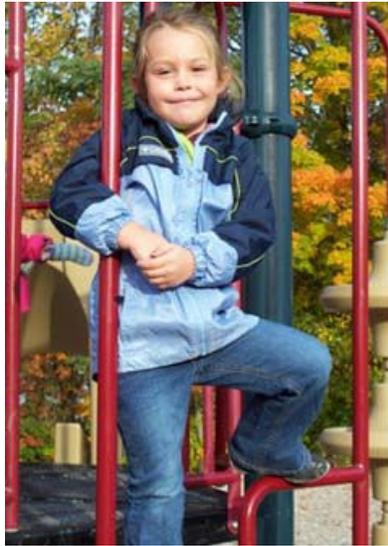
Child's Name: _____

Please sign and return this form to a Leaps & Bounds caregiver.





www.onekama.k12.mi.us/Leaps/2010-11



Leap & Bounds
Early Childhood
Education Program

