



HEART OF THE SHEPHERD CHILD DEVELOPMENT CENTER PARENT HANDBOOK

JANUARY 2009

Heart of the Shepherd Lutheran Church and Child Development Center
228 N. Burkhart Rd. ♥ Howell, MI 48843
517-552-7218 ♥ www.hotshepherd.org
A Church with a ♥ for you!

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Dear Family,

Welcome to the Heart of the Shepherd Child Development Center! The staff of Heart of the Shepherd are looking forward to getting to know you and your child. You have chosen a quality, Christian center to provide care for your child in your absence.

We recognize that it is difficult to leave your child in the care of others and take pride in the ability to care for each child individually as you would your own. We provide a safe, healthy, and nurturing, Christian environment that promotes the physical, social, emotional, cognitive, and spiritual development of young children and responds to the needs of families. Teachers and staff view children as competent and valuable. The development of the child/children takes precedent over the management of the classroom and the daily activities. Teachers and staff strive to provide the **entire family** a place they feel welcome, safe and appreciated.

We also view teaching and caring for your child as a partnership between home and school that includes parents and teachers working together to meet the needs of the children and their families. You are encouraged to become an active participant in your child's education and are invited to visit the program at any time. The teachers will often post signs and write notes for parent help with ongoing projects in the classrooms. If you have a special talent or tradition you would like to share with the children, inform your child's teacher and it may be incorporated into the week's activities or projects happening in the classroom.

Heart of the Shepherd Child Development Center policies follow in this handbook. This is important information regarding your child's quality of care along with necessary procedures for health and safety are included. Please review and save this handbook for future reference.

With sincere appreciation and God's Blessings,

Courtnei Holst
Child Development Director

ADMINISTRATIVE STAFF AND PHONE NUMBERS

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Heart of the Shepherd Lutheran Church
and Child Development Center

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GENERAL DESCRIPTION

Heart of the Shepherd Child Development Center is a State of Michigan approved child care center for young children six weeks to twelve years of age. The Center is located at 228 N. Burkhart Road in Howell, MI. Heart of the Shepherd Lutheran Church and Child Development Center were completed in fall 2005. The center was built to offer high quality early care and education to families in Livingston county and surrounding areas. It is licensed for 68 children from six weeks to 5 at full capacity with an additional 60 elementary aged children in the before and after school program. Families are offered both full and part time care, allowing for more families to be served. There are two infant classrooms, a toddler room, a two year old room, a preschool room, and a preschool/kinder care room as well as a large multipurpose room that functions as the space for the before and after school program.

CENTER STAFF

Heart of the Shepherd Child Development Center may employ 7 lead teachers at full capacity. All lead teachers have a bachelor's degree or higher in Early Childhood Education/Child Development or a related field. The lead teachers are assisted by part-time teachers that have also had formal training in the field and volunteers from the community. The adult-to-child ratio exceeds licensing requirement throughout the majority of the day.

HEART OF THE SHEPHERD LUTHERAN CHURCH'S MISSION:

Heart of the Shepherd Lutheran Church is a "church with a ♥ for you". Our core values include: being a bible-based, praying church, seeking and reaching new disciples, developing love and compassion, and strengthening families. Heart of the Shepherd offers innovative, culturally relevant ministries for our community and celebrates dynamic, meaningful, Christ-centered worship.

Our Mission:

- ♥ GO -- with passionate, Spirit-given power -- AND MAKE DISCIPLES by boldly speaking, living, and loving God's Word into the hearts and lives of others.

CHILD DEVELOPMENT CENTER MISSION:

The mission of Heart of the Shepherd Child Development Center is threefold; that is to serve as a (n):

- ♥ Early Care and Education center enlightening the whole child spiritually, physically, intellectually, emotionally, socially, and linguistically in a developmentally appropriate program.
- ♥ Model early care and education program, striving for high quality, using best practices in the field.
- ♥ Outreach Ministry of Heart of the Shepherd Lutheran Church

PROGRAM GOALS:

- ♥ Provide a safe, healthy, nurturing, positive Christian environment.
- ♥ Respect each child's individuality and God-given talents.
- ♥ Promote the physical, social, emotional, cognitive, and spiritual development of all children.
- ♥ Build relationships with families and respond to their individual needs.
- ♥ Model Christ-like love and compassion.

STAFF GOALS:

- ♥ Value parents as their child's first teacher.
- ♥ Development of the child comes first, management of the classroom and daily activities, second.
- ♥ Provide highest standards of care.
- ♥ All teachers receive formal training and have at least 2 years experience and education in child development/early childhood or a related field.
- ♥ Continue staff education and training including yearly CPR & First Aid.
- ♥ Assist each child's development through excellent staff-to-child ratios.
- ♥ Provide warm, nurturing, experienced staff and teachers who respect each child as an individual.
- ♥ Parents and teachers work together to meet the needs of the child and family.

CURRICULUM GOALS:

- ♥ Children learn best through play, play is children's work.
- ♥ Planned work to emphasize the process rather than the product.
- ♥ Use of hands-on materials for exploration and discovery
- ♥ Christ-like love and Christian morals and values become true to life, they set the tone of the classroom.
- ♥ Encourage reasoning, questioning, experimenting to enable children to learn from their world through the use of basic, open-ended materials such as water, sand, paint, and blocks
- ♥ Offer age appropriate schedules that balance free choice with structured time and active play time with quiet time.
- ♥ Offer Language opportunities for learning effective and independent communication.
- ♥ Offer daily opportunities that benefit the "whole" child's growth

PROCEDURES AND REGULATIONS

The Child Development Team of Heart of the Shepherd Lutheran Church has approved all regulations listed in this handbook. Policies and procedures have been created for the benefit of the children served and to enable the Center staff to maintain the functions of the Center in the most equitable and cost efficient ways.

CHILD DEVELOPMENT CENTER EDUCATIONAL PHILOSOPHY

Heart of the Shepherd CDC Program is designed to educate the whole child physically, intellectually, emotionally, socially, linguistically, and spiritually. It is based upon the research of leading psychologists and educators such as Piaget, Erikson and Vygotsky. Heart of the Shepherd Child Development Center is a play-based program inspired by the Reggio Emilia and the Project approach to education and care. The program addresses the needs of the developing child and provides many educational opportunities

Children construct their own knowledge, print-rich materials are at the child's level and books are available throughout the day and center to facilitate early literacy development. Children are respected and many of the planned activities are taken from the child/children's interests that have been observed by teachers. Often what adults think children should learn usually has no correlation with what children want to learn. The teacher's role is not to "facilitate" learning in the sense of making it smooth and easy, but rather to stimulate learning by making problems more complex and engaging; working with the child/children to create a solution to the ordinary moments throughout the day.

Each day children are provided with time for free choices using a variety of materials and spaces. Some activities are teacher planned and guided, but each child chooses which activity, materials, or space he/she wishes to use. We strive to challenge and stimulate each child at his/her own developmental level and foster a positive self-image by accepting each child as an individual. The following elements are part of our regular program for the children:

- ♥ Prayer/Christian Songs/Bible Stories
- ♥ Large group/story time
- ♥ Gross/Large Motor Development
- ♥ Outdoor play as weather permits
- ♥ Easel Painting
- ♥ Self-help Art
- ♥ Teacher directed/planned art activity
- ♥ Small group/snack time with "family" group
- ♥ Rest time for full day children

These opportunities stimulate children as they learn at their own rate and pace as they construct their own knowledge, think critically, solve problems and make decisions. The program provides many opportunities for children to manipulate a wide variety of materials as they work independently, in groups and with their teachers. Numerous open-ended activities and explorations invite children daily to observe, explore, investigate and experiment.

The Center staff strives to create a responsive, relaxed, happy and intellectually stimulating atmosphere. Our program is characterized by positive, warm, accepting attitudes toward children of all races, cultures and creeds. Children's learning styles and processes are valued and respected. Certain regular periods of each day emphasize opportunities for self-initiated and spontaneous types of play. Other time periods offer teacher-directed group activities which the children are encouraged to join. Other parts of the schedule involve regular daily routines such as snack time, clean up time, lunch/rest time, etc. The Center considers every segment of the day to be important in the total program, each offering the children unique opportunities for growth and learning.

THE INFANT ROOMS

- ♥ The infant room sets its pace around the needs & unique differences of each child-teacher is conscientiously alert
- ♥ While meeting the food, diapering, and rest needs of each child, the teacher as keen observer plans interactions & activities.
- ♥ Many moments of the infant's day offer opportunities for learning through trust, discovery, tackling motor tasks, and the power of language
- ♥ Cozy, inviting, & stimulating environment offered

THE TODDLER & TWOS ROOMS

- ♥ Children learn through their whole bodies on the physical level-walking, climbing, carrying, dumping, dropping, etc.-these large muscle activities are the legitimate activities of a toddler
- ♥ Children learn by doing rather than being told
- ♥ Teachers are flexible and spontaneous supporting active explorers
- ♥ Expectations are developmentally appropriate allowing each child to feel challenged yet supported by the teaching staff
- ♥ Fair and consistent limits are set-patience, warmth and respect help redirect toddlers toward controlling their impulses and behaviors
- ♥ More attention is drawn to a child's appropriate behavior rather than inappropriate
- ♥ Regular testing and expressions of opposition are viewed as the child's healthy sense of self
- ♥ Teacher views her or himself as a model for how he or she wants the child to develop
- ♥ The environment is stimulating and inviting-the teachers adapts this to meet the changing needs from day to day

THE PRESCHOOL ROOMS

- ♥ Learning centers are the tool for responsive "hands-on" learning
- ♥ Materials are frequently changed and rotated to extend interest
- ♥ The teachers support children in a non-pressured, child-centered environment.
- ♥ Children are exposed to print and language through the whole environment. It is integrated into each center and throughout activities during the day. Reading and writing/print rich materials are modeled as another form of communication that children are encouraged to use.
- ♥ Enriched learning takes place: Language/communication, large motor, fine motor/art, music, social studies, chapel, math/finger plays, science, and dramatic play
- ♥ Children are supported using positive techniques in the development of problem solving skills
- ♥ The individual's God-given talents are valued-self esteem nurtured

PARENTS AND HOTS CDC STAFF PARTNERING:

Parents are viewed as partners in their child's education. Many opportunities to partake in your child's education will be made available to you. Your participation is encouraged and welcome. Research indicates that when teachers, parents and families work together children benefit. Parental involvement in their child's education has repeatedly been shown to be a significant factor in determining a child's success in school. Positive parental and familial attitudes toward school and learning correlate with their children's attitude toward later learning.

- ♥ There is no greater influence in a child's life than his/her parents.
- ♥ Heart of the Shepherd Child Development Center is committed to open communication with our families concerning your child; please feel free to always ask questions.
- ♥ Please check your child's mail box each day for notes from our staff.
- ♥ Daily Exploration Sheets are posted outside the Toddler/Twos & Preschool Classrooms highlighting the activities that have taken place on a given day.
- ♥ Monthly and/or weekly newsletters will be sent home to share valuable early care and education information as well as HOTS CDC news.
- ♥ You are welcome to schedule a conference to discuss accomplishments, concerns, and questions. It is through mutual sharing of information that we can best work together to help your child develop spiritually, socially, intellectually, emotionally, and physically.
- ♥ You are welcome to visit your child's classroom anytime; no appointments are necessary.
- ♥ At least 1 conference is scheduled with each family per year. There is a spring conference allowing a time of reflection with you regarding your child's development throughout the year.

HOURS OF OPERATION

Heart of the Shepherd Child Development Center is open Monday through Friday from 6:30 a.m. to 6:00 p.m. We are open year round with our regular academic year beginning the Tuesday after Labor Day and our Summer program beginning the week after Howell Public Schools Academic Year ends. The Summer program will operate during the Howell Public Schools Summer break. We are closed on the following holidays and when Howell Public Schools are closed due to inclement weather:

- ♥ Labor Day
- ♥ Thanksgiving Day and the day after (the 4th Thursday and Friday of November)
- ♥ Christmas Eve
- ♥ Christmas Day
- ♥ The week between Christmas and New Year's; Days will be determined based on how the holidays fall that week.
- ♥ New Year's Eve
- ♥ New Year's Day
- ♥ Martin Luther King Day
- ♥ Good Friday
- ♥ Memorial Day
- ♥ July 4th

CHILD SCHEDULES

Children's schedules vary from 7 to 57.5 hours per week, according to individual needs, Center openings, Center guidelines, and Center priorities. Schedule requests are submitted to the Center office as soon as possible after a child has received acceptance to the center. Children are scheduled five to six weeks prior to the beginning of each new school year and the Summer program.

Heart of the Shepherd Child Development Center maintains a complex system of scheduling to meet the special child care needs of the community, while at the same time preserving a quality educational program for young children. For the benefit of the children and the integrity of the educational program, certain "SESSIONS" have been established to which all schedule requests must conform. Parents may enroll their child for full morning or afternoon sessions. They may also enroll for full-day sessions or full-time (Monday-Friday, 6:30 a.m.-6:00 p.m.). MINIMUM enrollment is two sessions per week (a.m. or p.m.).

SESSIONS AVAILABLE FOR INFANTS-PRESCHOOL AGE CHILDREN

- ♥ 6:30 a.m. to 8:00 a.m.-Early Care Session
- ♥ 8:00 a.m. to 11:30 a.m.-Morning Session
- ♥ 11:30 a.m. to 1:30 p.m. -Lunch/Rest Session
- ♥ 1:30 a.m. to 5:00 p.m.-Afternoon Session
- ♥ 5:00 p.m. to 6:00 p.m.-Late Care Session

*Gradual Entry is the first half an hour of the Morning and Afternoon Sessions.

*Gradual Departure is the last 15 minutes of the Morning and Afternoon Sessions.

*LUNCH/REST is available only to children who are enrolled for a full day or those enrolled in the morning session. **Children should not be picked up or dropped off during this session.**

SESSIONS AVAILABLE FOR SCHOOL-AGE CHILDREN

- ♥ 6:30 a.m. to 9:00 a.m. -Before School Care Session
- ♥ 4:00 p.m. to 6:00 p.m. -After School Care Session
- ♥ 9:00 a.m. to 4:00 p.m. -Kinder Care

Children are enrolled for the same weekly schedule for the entire school year and the entire Summer program. During the Summer Program, regulations may vary from those of the regular academic year. Specific scheduling guidelines for the Summer program are announced during the Spring of that year.

INFANT DAILY SCHEDULE

6:30 a.m. Daily Care begins

♥♥ Specific times are not listed for the infant rooms as each child's schedule is individualized to meet his or her own needs.

Daily Indoor Play Examples:

- ♥ Eye tracking/Detail awareness...ball rolling, block stacking, hide the object game, mirrors
- ♥ Tactile/Touch awareness...puppets, textured assortment of manipulatives
- ♥ Sounds/Language Development...play music, hear songs, rhymes, poems, books, repeat sounds, children constantly talked to
- ♥ Socialization...viewing self as important part of group, close, positive proximity
- ♥ Physical Development...movement and exercise opportunities, "tummy" time, sitting, using "walk arounds"

Outdoor Play and/or Large Motor Examples:

- ♥ Walks in play yards and on grounds
- ♥ Mats for crawling/climbing
- ♥ Soft pull up areas
- ♥ Climbing structures in play yard

Daily Regular Necessities:

- ♥ Diaper changes
- ♥ Feeding
- ♥ Naps/Rest
- ♥ Holding and Rocking

6:00 p.m. Day Ends

TODDLER, TWOS, AND PRESCHOOL DAILY SCHEDULE

♥♥As many children in these age groups haven't "given up" their napping schedule yet, individual cots are always available for children to rest/sleep if it is needed

♥♥General clean up includes meeting the personal needs of the group and encouraging each child to help put toys and other play equipment in the appropriate place. Diapering and toileting needs are met throughout the course of the day. Good health and hygiene practices are also promoted.

TODDLER, TWOS, AND PRESCHOOL DAILY SCHEDULE

- 6:30-8:00 Early Care including rest, prayer and breakfast, puzzles and/or other quiet activities
- 8:00-8:30 Morning Session begins with gradual entry, children are greeted and actively engage in activities that have been already set up and prepared by the teachers.
- 8:00-10:15 Morning activities including: easel painting, dramatic play, block building, sand and water play, teacher planned art project, outdoor/large motor activities, play dough/clay
- 10:15-10:30 Nutritious Snack is provided including fruit, graham crackers and milk. Children are assigned to "family groups" where children sit and eat with the same group of children and teachers throughout the course of the year. This is a time for eating together, conversation, songs/finger plays/stories.
- 10:30-11:00 Music and Movement, children are encouraged to participate in the Teacher planned music/movement activity. This activity may take place in the classroom, on the play yard or in the multipurpose room. Children may also choose to continue the activities they were engaged in before snack time.
- 11:00-11:20 Group/Story Time begins with all of the children being encouraged to help organize and clean up the room. Children will actively take part in the planned group time and know that it is an expectation as part of the group that we gather at the end of the morning for a planned time that includes songs, prayer, reflection time and finger plays as well as the weekly story.
- 11:20-11:30 The children that attend lunch/rest session or the full day are encouraged to help get ready for lunch and rest time. Cots are taken out and children help in getting them set up for rest time. Children wash up for lunch and take a seat with their "family group" to eat lunch together.
The Morning Session children gather their items, say good bye to friends and get ready to go home for the day.
- 11:30-12:00 Children sit with their family groups and eat lunch together. This is a time for conversation, learning appropriate table manners and nutritious eating habits. Lunch starts with prayer and when children have finished eating they are encouraged to clean up after themselves, find their cot and begin their rest time.

TODDLER, TWOS, AND PRESCHOOL DAILY SCHEDULE CONTINUED

- 12:00-1:30 During Rest time the lights are out, soft music may be playing. It is an expectation that all children find their cot and rest. If they can not fall asleep they may find a book and "read" to themselves. Teachers will help calm children by patting their backs, reading to them and singing to them when needed.
- 1:30-2:00 Afternoon Session begins with gradual entry, children are greeted at the door and actively engage in activities that have been already set up and prepared by the teachers. Some Children will also be waking up from rest time and helping to put cots away to get ready for the afternoon activities.
- 1:30-3:45 Afternoon activities including: easel painting, dramatic play, block building, sand and water play, teacher planned art project, outdoor/large motor activities, play dough/clay
- 3:45-4:00 Nutritious Snack is provided including fruit, graham crackers and milk. Children are assigned to "family groups" where children sit and eat with the same group of children and teachers throughout the course of the year. This is a time for eating together, conversation, songs/finger plays/stories.
- 4:00-4:30 Music and Movement, children are encouraged to participate in the Teacher planned music/movement activity. This activity may take place in the classroom, on the play yard or in the multipurpose room. Children may also choose to continue the activities they were engaged in before snack time.
- 4:30-4:50 Group/Story Time begins with all of the children being encouraged to help organize and clean up the room. Children will actively take part in the planned group time and know that it is an expectation as part of the group that we gather at the end of the morning together for a planned story time that includes songs, prayer, reflection time and finger plays as well as the weekly story.
- 4:50-5:00 Parents start to arrive as children gather their items, say good bye to friends and get ready to go home for the day. Children that stay for the Late Session gather with one of the teachers and may work on a group project, go to the play yard or multipurpose room, or engage in other activities in the classroom until their parents arrive to pick them up.
- 6:00p.m. Day ends.

SCHEDULING CHANGES

Upon acceptance of the scheduled hours for the academic year or summer program, families are committed to their confirmed schedule (unless this schedule is changed upon Center request) for the duration of the academic year or summer program.

Families are responsible for payment of their confirmed hours every two weeks. Adding hours is contingent upon availability. However, a \$25.00 fee per child will be assessed for each change made after the date that the originally scheduled hours are confirmed. All confirmations are contingent upon payment of all past tuition and fees, as well as complete emergency care and health records for each child. Families new to the Center are responsible for their confirmed hours after the scheduled hours are accepted.

ADMISSIONS POLICY

Heart of the Shepherd Child Development Center is committed to a policy of nondiscrimination and equal opportunity for all persons regardless of race, sex, color, religion, creed, national origin or ancestry, age, marital status, sexual orientation, disability or Vietnam-era veteran status.

Heart of the Shepherd Child Development Center schedules children two times yearly, conforming to Howell Public School's academic school year. New parents are notified of enrollment and acceptance by telephone/mail as soon as possible.

The staff and the child's parents will make a determination as to whether a child's physical, emotional or other special situation will allow a child to participate and benefit from the Child Development Center Program.

Every effort will be made on part of the staff and parents for a child's success in the program, including working with other organizations or specialists in the field when necessary. *Success for Kids in Care* may be consulted as an outside resource if we feel more information needs to be gathered to determine the best care for a child. If the staff feels that the Center program cannot provide for the child's individual needs, and the child is unable to participate to a reasonable degree, the child will be withdrawn and alternate placement plans will be discussed with the child's parents. If a child is withdrawn at the Center's request, a refund will be issued for any previously paid tuition from the date of withdrawal through the end of the year.

CHILDREN MUST HAVE ATTAINED THE AGE OF SIX WEEKS PRIOR TO ADMISSION.

Parents are encouraged to visit the Center prior to enrolling their child. Appointments for tours of the Center are made by calling the Center office. After enrollment, the child's parents or legal guardians are permitted to visit the Center at any time.

Please note: the term "parent" also means "guardian". A "guardian" is a person authorized to assume responsibility and make decisions with respect to the child, e.g. medical, field trips, etc.

PRIORITIES FOR ENROLLMENT AND CHOICE OF HOURS

The priorities for enrollment and choice of hours are:

1. **Currently Enrolled Child(ren)**

AND

Siblings of Currently Enrolled Children

2. **Current members of Heart of the Shepherd Lutheran Church**

3. **Community** - Any person who is not currently a member of Heart of the Shepherd Lutheran Church or currently enrolled in the programs at Heart of the Shepherd Child Development Center.

After current families and siblings are enrolled, we will continue to offer priority enrollment to new families with the understanding that first choice of sessions for care may not be available. There are only a limited number of spaces for full-time care.

GENERAL ENROLLMENT INFORMATION

Enrollment for the Summer Program and Following Academic Year will begin in February. Current families will be given an opportunity to request sessions for the Summer Program as well as the Academic Year. **Every effort will be made to offer families their first choice of hours/sessions.** The \$50.00 registration fee will need to accompany the Schedule Request Form. After all Schedule Request Forms are received by the deadline, parents will be notified of their child's schedule for the Summer Program by May 1st. Notification for Academic Year schedules will take place in late July/early August. The required Deposit will need to accompany the contract to confirm your child's schedule/placement.

There will be other times during the year that sessions may become available for children. These sessions/hours of care will be filled from the Waitlist using the established admissions policy and priorities for enrollment at the Center. Registration and Deposit Fees will apply to all children enrolled at Heart of the Shepherd Child Development Center.

REQUIRED INFORMATION NEEDED BEFORE YOUR CHILD'S 1ST DAY

- ♥ Signed Parent Contract (confirming your child's schedule/placement)
- ♥ Deposit of 2 week's tuition
- ♥ Complete Child Information Sheet
- ♥ Complete Child Information-Developmental History Sheet
- ♥ Return State of Michigan (required) Health Form, **signed by a physician.**
- ♥ Child's Immunization record (**CHILDREN WILL NOT BE ABLE TO BE ATTEND WITHOUT A PARENT UNTIL THIS RECORD IS RECEIVED**)
- ♥ Register your entry code and the entry code names of all adults permitted to pick up your child (See entry code instructions on page 18).

TUITION AND FEES POLICIES

FOR CURRENT TUITION RATES, SEE THE TUITION FEE SCHEDULE included in the Heart of the Shepherd Child Development Center Information Packet. Tuition rate schedules are also available in the Center office. Tuition is set for the academic year by July. **Tuition is subject to change.**

TUITION

Tuition is a set weekly fee based on the number of days and sessions your child is scheduled to attend. Payment of two week's tuition reserves the opportunity for your child to attend. **If s/he is absent due to illness or vacation, your tuition remains the same.** Tuition is paid two weeks in advance. Tuition is due every two weeks on Friday. Other payment arrangement may be made when necessary. **If payment has not been received a \$20 late fee will be assessed on any payments received after the stated due date.**

Once a child is enrolled, the Center has reserved a space for that child for the agreed upon hours for the entire academic year. Correspondingly, this requires a parental financial commitment for the entire academic year of enrollment.

FAMILY DISCOUNT

A 10% discount will apply to families with more than one child attending the Center. The 10% will be reflected on the oldest child's/children's weekly tuition amount.

APPLICATION FEE

At this time Heart of the Shepherd Child Development Center does not require an application fee for interested families. We reserve the right to implement this fee in the future if it becomes necessary.

REGISTRATION FEE

A \$50.00 registration fee is charged each academic year or for enrollment in the Summer Program with your Schedule Request Form. Forms and Registration received after the deadline will be accepted with an accompanying \$40.00 late registration fee. **Registration Fees are non-refundable. Requested schedules may not be granted or available if this form is received late.**

SCHEDULING CHANGE FEE

A \$25.00 fee per child will be assessed for each change made after the date that the originally scheduled hours are confirmed.

LATE REGISTRATION FEE

A \$40.00 late registration fee will be charged for all enrollment Schedule Request Forms received after the registration deadline. Schedule Request Forms will not be accepted with a balance due.

DEPOSIT

Enrollment schedules for the academic year and summer program will not be confirmed unless accompanied by the appropriate deposit. Your child will not be able to attend the Center unless the deposit has been received. Once the schedule is confirmed, the deposit will be applied toward the first two week's tuition, the **Deposit is non-refundable.**

The required deposit is two week's tuition for all children attending Heart of the Shepherd Child Development Center.

TUITION PAYMENTS

Parents are notified of the Center tuition rates for the following academic year during the second week of July each year. Rates are for the **ENTIRE academic year** and summer program.

- ♥ Tuition is paid two weeks in advance.
- ♥ Tuition is due every two weeks on Friday
- ♥ Payments can be made by check or money order payable to "*Heart of the Shepherd*"
- ♥ **A \$20.00 FEE WILL BE ASSESSED FOR LATE TUITION PAYMENTS**
- ♥ Failure to pay by the following Friday results in termination of your contract
- ♥ Unpaid tuition and late fees are turned over to a collection agency after notification to parents
- ♥ Tuition payments may be made for more than 2 weeks at a time. All payments must be received before care is provided for your child

RETURNED CHECK CHARGES

All checks returned for non-payment will be assessed a \$25.00 fee. All fees must be taken care of immediately, failure to do so results in loss of care for your child.

WITHDRAWAL

- ♥ Two weeks WRITTEN advanced notice is required.
- ♥ If two weeks advance notice is not possible, you are responsible for the tuition you would have incurred for those two weeks.
- ♥ If withdrawal before the beginning of the academic year or summer program, the \$50 registration fee and original deposit will be assessed. **Registration Fees and Deposit are non-refundable**

PENALTIES FOR LATE PICK UP AND EARLY DROP OFF

Heart of the Shepherd Child Development Center maintains stringent regulations to discourage late pick up and early drop off practices. Children will not be allowed to be dropped off prior to their schedule drop off time. Early drop off or Late pick up of children not registered for the Early Care, Late Care or the Lunch/Rest Care Session presents a problem to staffing and state licensing regulations. Children that are scheduled to be picked up at 11:30 am or 5:00 pm need to be picked up by that time. Gradual Departure allows for parents to gather belongings as well as speak with your

child's teacher. We encourage you to allow time for this when you are picking up your child. Most teachers are scheduled to leave at 5:00 pm. Your child's teacher may address early drop off and late pick up issues with you. If early drop off and late pick up becomes consistent, the Early Care, Late Care or Lunch/Rest Session may need to be added to your child's schedule and necessary charges will apply.

HOLIDAYS

There will be no charge for those days when the Center is closed for legal holidays (i.e. Thanksgiving) or Christmas/Spring break if it is decided the center will not operate at these times.

ILLNESS

Parents will be responsible for payment of tuition on days when the child is scheduled but does not attend.

VACATION POLICY

All children that attend the Center will be granted one week's vacation per year. The week is based on your child's regular daily schedule. For example, if you attend 5 full days per week, your vacation would be 5 full days or if you attend 2 morning sessions than your vacation would be 2 morning sessions that week. **WRITTEN NOTICE MUST BE GIVEN TO THE CDC DIRECTOR 2 WEEKS PRIOR TO THE REQUESTED DAYS IN ORDER TO PLAN PROPER STAFFING. WEEKS CAN NOT BE ACCRUED AND ROLLED OVER TO THE NEXT YEAR.**

EMERGENCY CLOSING

No rebates of tuition can be made if the Center is closed due to weather or other unexpected emergency conditions.

Heart of the Shepherd Child Development Center has a great concern for the health and safety of the parents, staff and children as they travel to and from the center and work, particularly in winter. We are also concerned about the safety of staff and children while they are in our care. Heart of the Shepherd Child Development Center will, therefore, either close the center or have a delayed opening on days that the **Howell Public Schools** close for inclement weather or dangerous temperatures, or if there is a power outage or other "disaster" beyond our control.

Every attempt is made to reach a decision regarding closure by 5:30 a.m. so the information will be available for 6:00 a.m. newscasts.

CHILD DROP OFF AND PICK UP POLICY

For your child's safety, an electronic entry and exit system is in place.

Electronic Entry/Exit Code for Child Development Center Hallway:

- ♥ Your personal entry/exit code will be the last 4 digits of your social security number unless another parent has already registered these same digits. In that case, you will select 4 digits you would like to use and register them in your child's file.
- ♥ Each parent must register his/her own code in order for HOTS CDC to maintain exact records of to whom their child was released.
- ♥ All persons who are permitted to pick up your child must be registered and match the names on the child's emergency card. They will be given a personal entry/exit code (see #1 above) which will also be registered.
- ♥ Procedure for entering code:
 1. Upon arrival, enter your entry code on the security entry/exit monitor located outside of the reception window.
 2. Security screen will indicate whether your child is "in" or "out"
 3. Touch the screen beside child's name, "out" will change to "in" and/or "in" will change to "out" upon your touch.
 4. Press "finish".
 5. Door to the hallway will unlock and stay unlocked for 45 seconds, allowing you to enter.
 6. Door will lock behind you.

CHILD DEVELOPMENT CENTER DROP OFF

- ♥ You must accompany your child into the building
- ♥ Use the electronic system to gain entry into the classroom hallway
- ♥ Assist your child with hanging up coat and belonging and engaging then in an activity.
- ♥ Inform staff member at the greeter table of your child's arrival and of any information they should be aware of.

CHILD DEVELOPMENT CENTER PICK UP:

- ♥ Use the electronic system with your entry code to gain access to the CDC hallway.
- ♥ Please be sure to inform staff in the classroom that your child is leaving.
- ♥ Never leave with your child from the playground; always check-out through the hallway and lobby. **DO NOT leave through the classroom outside doors.**
- ♥ Pick your child up promptly to avoid late fees.

If someone other than the usual person needs to pick up:

- ♥ Parent's must give written notice or call the CDC office to give permission for an un-registered person to pick up your child.
- ♥ They must show a valid picture I.D.
- ♥ They must sign the child out. If they have no ID or their name is not on the card, they cannot pick up the child.

YOUR PERSONAL CODE MUST BE ENTERED UPON ARRIVAL AND EXIT IN ORDER TO MAINTAIN PROPER ATTENDANCE AND BILLING RECORDS.

LATE PICK UP PROCEDURES

- ♥ Care ends at 6:00 p.m. If a parent is going to be delayed past 6:00 p.m., a telephone call to the CDC Office (517-552-7218) must be placed immediately.
- ♥ If a child is not picked up by 6:10 p.m., the Administrative Assistant or Child Development Director will begin calling the numbers listed on the emergency card. Those listed on the emergency card are expected to come to the Center to pick up the child. People will be called in the order listed on the emergency card. Messages will be left on answering machines if the residents have them. The person who calls will tell the pick up person to bring their ID. **All persons listed on the Emergency Card should also have an assigned Entry/Exit Code.**
- ♥ When the pick up person comes to the Center, their picture ID will be checked.
- ♥ The Administrative Assistant or Child Development Director will be responsible for the care of the child until pick up or police notification.
- ♥ If there is no pick up by 7:00 p.m., the Police Department will be called. Once it becomes a police matter, they will determine what further steps to take. This could result in a Protective Service action. If it is at all possible, the Administrative Assistant or Child Development Director will try to accompany the child. A note will be posted on the glass window inside door to inform the parent that the child is at the police station.
- ♥ For any late pick up past 6:00 p.m., parents must make an appointment with the Child Development Director to discuss and resolve the problem on the next scheduled day of attendance following the incident.

HEALTH AND SAFETY INFORMATION

Physical- The State of Michigan requires that each child enrolled at HOTS CDC has a health form signed and dated by a physician recording the date of recent physical exam and dates of immunizations. Under age 2 $\frac{1}{2}$ the form needs to be dated within the preceding 3 months. Over 2 $\frac{1}{2}$, the form needs to be dated within the preceding year.

Immunization Card must be given to the CDC office no later than the first day of enrollment, a complete record of shots must be received. YOUR CHILD WILL NOT BE PERMITTED TO STAY AT THE CENTER UNTIL THIS CARD IS RECEIVED IN THE CDC OFFICE. As your child receives updates, we ask you up date this information for our file as well.

Illness- Parents and Staff of Heart of the Shepherd Child Development Center work together to reduce the spread of disease. We want to protect your child's health. **Please be considerate not only of the health and comfort of your child but also of the health of all the children at the Center.**

To protect your child, the staff, and the other children, we request that your child not be brought to the child care center when any of the following occur:

The child shows any one of the following symptoms:

- ♥ sluggishness or unusual drowsiness without explanation
- ♥ extreme irritability or inconsolability
- ♥ difficulty with breathing
- ♥ diarrhea that cannot be contained by diaper or use of toilet
- ♥ blood or mucus in stool
- ♥ vomiting
- ♥ mouth sores or drooling
- ♥ unexplained rash
- ♥ discharge of the eyes or ears
- ♥ sore throat
- ♥ head lice
- ♥ heavy nasal discharge
- ♥ persistent cough that has not been treated by a physician
- ♥ **The child has a temperature of 100°F or more.**
- ♥ **The child cannot participate comfortably in routine activities.**
- ♥ **The child needs more care than the staff can give while they care for the other children.**

Teachers will send home an Accident/Illness form anytime they believe a child may not be feeling well. We provide this information so you can obtain appropriate treatment and/or plan for the possibility of your child needing to stay home. If we send a child home sick (i.e., with any of the above symptoms), the observation form will indicate that the child should not return to the center until he or she is well or being treated by a physician and meets our other criteria for particular illnesses.

After leaving the Center ill, **a child must be free of symptoms and fever for 24 hours before returning to the Center.** A child may return after being on an antibiotic for 24 hours if they are feeling better. **All parents must have emergency plans established to care for ill children.**

If your child has been diagnosed as having a contagious disease or illness, please notify the Center immediately. We post notices on the parent information boards when children have been exposed to any communicable disease. We will care for a child that has symptoms of a communicable disease until a parent or authorized adult arrives. If your child has been exposed to communicable illness/disease, notices will be posted on the corresponding classroom door.

Medications- Medication will be given only after a **medication permission slip** has been filled out and the medication is labeled with your child's name. We cannot administer the first dose of any medication. If your child needs medication, it should be sent in the original container and include his/her name and the dosage needed. This applies to non-prescription drugs such as Tylenol as well as prescription medications. Prescription medicines must also include the name of the child's doctor and complete prescription information such as dosage.

- ♥ Medications will be stored in designated cabinet in the classroom.
- ♥ Medication may NOT be left in backpacks, diaper bags or children's cubbies.
- ♥ All medications are returned to parents at the end of the child's day at the Center.
- ♥ Teachers will log medication dosage, date, time, reason for treatment and type of treatment administered. A copy of the log sheet will be given to parents at the end of the day as well as a copy placed in the child's file.

Allergies- Children's allergies must be indicated on the following forms:

- ♥ Child Information Record
- ♥ Health Appraisal Form
- ♥ Heart of the Shepherd Child Development Center Developmental History Form.

Parents provide medication procedure to staff and Center, informing them of the needed steps for interventions for allergies. If needed, parents provide special snacks and/or food when food allergies exist. Heart of the Shepherd Child Development Center may implement "Allergen Free" zones when necessary to allow for parents and children with allergies to feel safe in the environment. Parents are expected to keep the teachers and staff of the Center informed of their child's allergy status.

NUTRITION, MEALS AND SNACKS

Infants

- ♥ Parents provide the center with the child's schedule for eating.
- ♥ Parents DAILY must provide enough food and formula and/or breast milk.
- ♥ Parents must send in unopened baby food.
- ♥ Bottles and food containers must be LABELED WITH YOUR CHILD'S NAME AND DATE.
- ♥ All food and bottles will be stored in the refrigerator located in the infant rooms.
- ♥ Bottles will be heated using the Bottle Warmer only, the microwave MUST NOT be used to heat bottles. Bottles will be temperature tested before feeding.
- ♥ Rice cereal and other baby food may be heated in a microwave safe container in the microwave. Food will be temperature tested before feeding.

Toddler, Preschool, School-Age

- ♥ Children will be treated with respect and not forced to eat.
- ♥ Meals and snacks will never be withheld as a form of discipline.
- ♥ Children who are scheduled at the Center for the lunch period bring their lunches from home. Parents are encouraged to send a high-quality, nutritious lunch. Milk is provided by the Center.
- ♥ Nutritious mid-morning and mid-afternoon snacks are provided at the Center. Snacks consist of a selection of foods such as milk, crackers, raw fruits and vegetables.
- ♥ Cooking Projects are a regular part of program at Heart of Shepherd Child Development Center. Children are encouraged to help prepare a nutritious recipe such as homemade bread, pretzels, soup, muffins, etc. to be shared at snack time with the group. This is a teacher directed activity and all necessary steps are taken to ensure appropriate health and safety when working with food and cooking utensils.
- ♥ If your child has numerous food allergies, we will cooperate with the family to insure that appropriate snacks are available at school for the child.

BIRTHDAY TREATS

- ♥ Please pre-arrange for birthday treats (notice must be given a week in advance)
- ♥ Healthy snacks/birthday treats are preferred.
- ♥ Individually wrapped, store-bought treats are required by licensing rather than home-baked goods.
- ♥ A special cooking project can also be arranged with teachers in the classroom that parents can participate with

TOILET TRAINING, DIAPERING, PULL UPS

Heart of the Shepherd Child Development Center views toilet training as a process. Children do not have to be toilet trained to attend the Center. Child sized toilets and sinks are located in each of the classrooms to help children with the transition from diapers to using the toilet independently. Teachers and staff will work with parents to help determine when it is appropriate for a child to begin this process. Until a child feels successful with toilet training teacher will follow these guidelines for diapering:

- ♥ A child is changed as soon as he/she is found to be wet or soiled; never left in a wet or soiled diaper.
- ♥ Diapers are changed at routine times, after AM snack, before nap, and after nap, etc.
- ♥ Changing paper will be placed under each child and the paper will be discarded immediately after the change
- ♥ All staff wear gloves while changing a child or when helping them use the toilet
- ♥ Gloves and soiled diapers will be placed in a plastic bag and put in either the trash or diaper pail if available
- ♥ Staff will wash hands after each change
- ♥ Cloths and creams will be kept in the child's own cubby/backpack/diaper bag

Pull-Ups-commonly known as disposable training pants, are not to be used in the Center. This does not apply to children with identified disabilities for whom we will make reasonable accommodations. The high standards of health and safety the Center maintains do not allow for their use. Given our limited space and the teacher/child ratio, Pull-Ups are not suitable for a group setting. The chance of accidents occurring and the diapering area being contaminated necessitates adherence to this health policy.

Toilet accidents are treated as that: accidents! Children are not shamed or made to feel badly. The child will be encouraged to change his/her own clothes (if possible) giving as little attention as possible. The attitude will be: I know you'll remember next time.

Teachers shall change children's clothes if they become wet or dirty. Soiled clothes shall be removed in a sanitary manner, placed in a plastic bag, closed securely and placed in the child's cubby to be sent home. **CHILDREN'S PERSONAL ITEMS MAY NOT BE LAUNDERED AT THE CENTER. Soiled underpants or training pants MAY NOT be rinsed out before placing in a plastic bag.** Teachers shall wash hands immediately after changing soiled clothing.

Bathrooms are checked and cleaned frequently throughout the day. Use the sanitizing wipes and/or spray to disinfect the area when needed.

EMERGENCY PROCEDURES

- ♥ Emergency procedures (medical, fire, & tornado) are posted in each classroom
- ♥ Fire drills are practiced monthly; tornado drills seasonally
- ♥ All staff are trained and certified in CPR and First Aid
- ♥ Minor injuries are treated with soap and water, bandage applied, cold compress if needed. A complete accident/injury report will be prepared by attended staff and placed in the child's mail box and the child's file.

TORNADO POLICY

Heart of the Shepherd Child Development Center uses weather band radio to be informed of weather conditions. In the event of a tornado WARNING, children will take cover with their teachers in the designated hall until the "all clear" is issued.

INCLEMENT WEATHER CLOSING POLICY

Heart of the Shepherd Child Development Center has a great concern for the health and safety of the parents, staff and children as they travel to and from the center and work, particularly in winter. We are also concerned about the safety of staff and children while they are in our care. Heart of the Shepherd Child Development Center will, therefore, either close the center or have a delayed opening on days that the **Howell Public Schools** close for inclement weather or dangerous temperatures, or if there is a power outage or other "disaster" beyond our control.

Every attempt is made to reach a decision regarding closure by 5:30 a.m. so the information will be available for 6:00 a.m. newscasts.

OUTDOOR PLAY POLICY

- ♥ Preschool & School-Age children will play outside when the temperature is 18 degrees and above
- ♥ Toddlers & Infants will play outside when the temperature is 20 degrees and above.
- ♥ Parents must send complete outerwear every day—snow pants, mittens, hat, and boots.
- ♥ Children may not be excluded from outdoor play.

CHILDREN WITH SPECIAL NEEDS POLICY

Prior to enrollment or after teacher observations, the Child Development Director will set up a meeting with the family of the child with special needs. The CDC may recommend a professional assessment of the child, with its results shared with the CDC program. At this meeting (attended by the parents, the Child Development Director, the special needs consultant and the teacher) goals will be set for the child and a plan of action will be designed to meet the needs of the child. If necessary, the family will receive information about resources of additional services available for their child.

CHILD PROTECTION LAW ACT NO. 238

A licensed child care organization or school is required by law to report any suspected child abuse or neglect if reasonable cause is evident.

Staff, Student and Volunteer Screening Plan:

- ♥ Everyone working with the children at the CDC has on file:
- ♥ Criminal Background Check which includes a State and FBI clearance
- ♥ Clearance from FIA for child abuse/neglect
- ♥ Statement of good health signed by a doctor and renewed every two years
- ♥ Negative TB test renewed every two years
- ♥ Part-time staff and volunteers also sign a statement of good moral character

DIVERSITY POLICY

The staff follows the recommendations of the National Association for the Education of Young Children by:

- ♥ Providing an extensive variety of books, dolls, toys, dress-up, props, photos, and music that reflect the diverse images of children, families, homes, work, food, and cultures from around the world.
- ♥ The curriculum is planned to positively reflect the diverse cultural heritage and respect for differences in physical characteristics in children.
- ♥ The staff understands each child very well, being responsive and using different approaches to learning based on the awareness of individual developmental levels and abilities.
- ♥ Children with special needs are shown individual respect as are all in our loving, Christian environment.

GUIDANCE POLICY

The ultimate aims of guidance and discipline methods are to pave the way for children to become self-disciplined and responsible individuals. Discipline is an important tool implemented to help children learn that there are consequences for their negative actions.

The following are some of the ways in which the staff guide children toward these aims:

- ♥ Holding realistic and developmentally appropriate expectations of 6 week to twelve year old behavior.
- ♥ Setting reasonable, realistic age appropriate rules/limits.
- ♥ Co-constructing the limits, children and teachers devise the rules and consequences.
- ♥ Demonstrating an understanding of the child's feelings. Example: "I know you're sad mommy is leaving, but she loves you and will come back to get you soon." "I know you want to use the computer now but it is closed. You can sign up to use it during choice time."
- ♥ "Modeling" desirable behavior. Setting the example such as saying "please", expressing frustration using appropriate words, "It makes me mad when..."
- ♥ "Redirecting" the child to the same or similar activity or a more appropriate situation.
- ♥ Giving children appropriate choices. After the choice has been made, supporting the child's decision.
- ♥ Emphasizing what the child should do rather than what the child shouldn't do. Stating suggestions in a positive way, making sure the directions are made firmly enough so that children understand that they are expected to follow the directions.
- ♥ Protecting a child's dignity; we will never humiliate, shame, frighten, or strike a child and never deprive a child of meals, rest or toilet use.
- ♥ Focusing on the behavior, not the child. There are NO bad children, just children who need help in learning to make positive choices.
- ♥ Promoting POSITIVE BEHAVIOR. Positive reinforcement builds self esteem. When a child follows clean up directions, staff thanks him or her for their help.
- ♥ Removing children from situations where they could harm themselves or others and providing a quiet period away from the group.

The Center staff emphasizes positive guidance methods to encourage the child's development of self-control and of social skills which foster cooperative, gratifying social interactions.

THE CHILD DEVELOPMENT TEAM

- ♥ Chaired by the Child Development Director
- ♥ Includes teachers of the infant, toddler, preschool and before and after school classrooms, representatives of Center parents, and the Center Administrative staff
- ♥ Consists of cooperating Heart of the Shepherd Lutheran Church members
- ♥ Meets at least 4 times a year (quarterly) to review Center operations and to advise the Center administration on policy matters.
- ♥ Serves as a link between the parents of children enrolled at the Center and Heart of the Shepherd Lutheran Church.

The Child Development Team is concerned with the policies of the Heart of the Shepherd Child Development Center. It makes recommendations on all aspects of the Child Development Center functions. This team negotiates difficulties and differences that arise between parents, teachers, church members and staff.

The CDC Team is also concerned with the academic functions of the Child Development Center and its relationship to the overall Heart of the Shepherd Lutheran Church community. It deals with such issues as teacher training and student issues at the Center, as well as program evaluation and curriculum development.

WHAT YOU SHOULD SUPPLY FOR YOUR CHILD

Children under 12 months of age have their own crib and individualized schedules allowing them to sleep/eat upon demand.

Items for Infants:

- ♥ 3 crib sheets, 1 blanket, sleep sac/blanket if needed-**all labeled**
- ♥ Disposable diaper supply, wipes, creams, or powders-**all labeled**
- ♥ At least 3 changes of labeled clothing
- ♥ Prepared and labeled baby food supply and familiar spoons
ALL BOTTLES AND FOOD MUST BE LABELED WITH YOUR CHILD'S FIRST AND LAST NAME AS WELL AS THE DATE.
- ♥ Pacifier (if needed)-labeled
- ♥ Clothing appropriate for outdoor walks and/or play

Items for Toddlers (12-24 months) and Twos (24-36 months)

- ♥ Appropriate outer wear for daily time on the play yard: boots, mittens (not gloves), snow pants (not 1 piece snow suit), warm hat, and scarf-**all labeled**
- ♥ Disposable diaper supply, wipes, creams, or powders-all labeled
- ♥ One extra set of labeled clothes and undergarments
- ♥ Toilet training supplies: we want to bridge your goals from home. Please communicate toilet training progress with staff so we can assist your child with consistency and support
- ♥ Pacifier (if needed)-labeled
- ♥ Backpack-labeled

Items for Toddlers (12-24 months) and Twos (24-36 months) who attend full day or Lunch/Rest Session must include all of the above plus the following:

- ♥ 1 blanket and 1 favorite stuffed animal (if needed)-labeled
 - We offer a balance of active and rest time
 - We provide each child their own personal cot with a soothing, quiet, and supervised environment
 - Rest time is typically from 12-2:00 p.m.
 - Children who have not fallen asleep after 30-45 minutes are supported in finding a quiet activity, i.e. reading/looking at books
- ♥ A sleeping bag/mat with attached pillow
- ♥ A total of 3 changes of labeled clothing(even more labeled undergarments)

Items for Preschool aged children (3-5 years):

- ♥ Backpack-labeled
- ♥ Appropriate outer wear for daily time on the play yard: boots, mittens (not gloves), snow pants (not 1 piece snow suit), warm hat, and scarf-**all labeled**
- ♥ 1 blanket and comfort item if needed for rest (if attending full day or through the Lunch/Rest session)-**labeled**
- ♥ Sleeping bag/mat with attached pillow
- ♥ 1 extra set of clothing, including shirt, pants, socks, undergarments
- ♥ We DO NOT allow money, jewelry, or **TOYS** to come in from home.