



THE BREAKIE BUNCH

LEARNING CENTER

Parent Handbook

Welcome!

Thank you for choosing The Breakie Bunch and for making an investment in your child's development. The Breakie Bunch will make a real difference in your child's life and yours. Your child will thrive in our nurturing and educational environment.

We are committed to providing a family-friendly environment. You are welcome to visit the program at any time to see how your child participates in the program. Other opportunities for families to get involved include family events and volunteering. We are committed to making sure our families are pleased and comfortable at our center.

This handbook is your guide to our program and operational procedures. It explains everything from policies and procedures to safety, activities, and communication. If you have any questions about our policies or suggestions on what we can do better, please do not hesitate to contact the director.

We look forward to both helping your child grow into his or her full potential and to building a lasting relationship with you and your family.

Our Philosophy

We recognize that children grow and learn at varied rates. Our philosophy is focused around offering children an environment where they feel safe to explore and manipulate materials appropriate for their age and development. Children learn by doing. We will give them the opportunity to make choices for themselves and experience the effect, they will learn. Children need monitored freedom to explore and discover themselves and their potential. It is our belief that children are active learners using physical and social experiences to gain an understanding of the world they live in.

Play is an important part of a child's learning affecting social, emotional, and cognitive development. Through play, children learn to share and communicate with classmates. They learn to be patient with others, to express the emotions they are feeling and to recognize other people's emotions. While playing they do not even realize they are learning how to structure a story, developing their imagination, recognizing reality versus fantasy, and so much more.

Mission Statement

The Breakie Bunch's mission is to nurture each child's social and emotional health in a safe, clean, loving, and supportive educational environment that makes our families and staff feel at home.

Sincerely,

The Breakie Bunch Team

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CHILDCARE PROGRAM INFORMATION

Program Goals

- To provide a safe and caring environment full of support and fun.
- To develop the character of all young people.
- To strengthen the children's social skills, self-awareness, and physical fitness.
- To provide an educational experience through implementation of a well-rounded curriculum.

Program Staff

The Breakie Bunch is managed by a highly trained Director. The Director spends most of her time at the center providing leadership, guidance, and overall supervision to ensure that a high-quality program is provided for the children and families.

All childcare staff members go through an interview process and references are checked prior to making an offer. They are required to complete a comprehensive background check and TB test before being officially hired. Once they have passed those they are provided with an orientation about the center's policies and procedures, training on safe sleep, sudden infant death syndrome, control of infectious disease, how to prevent shaken baby syndrome, abusive head trauma, child maltreatment and how to report child abuse and neglect. They are then considered a teacher in training for their first 90 days.

During their 90 days they will be trained on:

- Administration of medication
- Prevention of and response to emergencies due to food and allergic reactions
- Building and physical premises safety
- Emergency preparedness and response planning
- Handling and storage of hazardous materials and appropriate disposal of bio contaminants
- Precautions in transporting children, if applicable
- Child development
- CPR and First Aid for adults and children

We take pride in our staff and provide annual trainings, which include:

- Child abuse awareness
- Child development
- Curriculum
- Behavior support
- Health and safety
- Nutrition
- Partnering with parents
- Licensing rules for childcare centers

All staff meet or exceed the minimum state requirements regarding academics and experience working with children.

Program Hours

Childcare is offered from 6:30 a.m. until 6:00 p.m.

Holiday Schedule

The center does not operate and will be closed on the following days:

New Year's Day	Labor Day
Memorial Day	Thanksgiving and the following Friday
4 th of July	The week between Christmas Eve and New Year's day

Tuition will remain the same when we are closed for these holidays.

Closures Due to Severe Weather

In the event of an emergency closing, parents will be notified of the closing via Tadpoles, phone call or text. Should the school need to close in the middle of the day, the staff will attempt to reach the child's parents first to arrange for pick up. Should the staff be unable to reach the parents, the persons listed on the emergency contact form will be called until pick up arrangements can be made. Staff will notify the parents or emergency contact person at the time of the call if there is a different pickup location should the children need to be evacuated from the childcare center. There is no tuition reduction or reimbursement for holidays or for center closures.

ENROLLMENT POLICIES & COST

Admissions Criteria

Enrollment at The Breakie Bunch is open to children from 6 weeks through 12 years of age. Enrollment shall be granted without regard to a child's race, color, creed, religion, national origin, gender, or disability, and without regard to a parent or guardian's race, color, creed, religion, age, national origin, gender, pregnancy or disability.

Parents can enroll their child in The Breakie Bunch by completing the Registration Packet and paying an annual registration fee. The Registration Fee is non-refundable. Initial enrollment is contingent upon receipt of the completed and signed forms in the registration packet. The enrollment and fee agreements are not meant to serve as contracts guaranteeing service for any duration.

Continued enrollment at The Breakie Bunch is contingent upon the parents', emergency contact persons' and child's adherence to the policies and procedures of The Breakie Bunch as outlined in this handbook including, but not limited to, timely payment of all fees and tuition. Parents are required to notify The Breakie Bunch immediately should any of the information collected at the time of enrollment or any time thereafter change. Failure to do so may result in the child(ren) being dis-enrolled from the program and forfeiture of any deposit.

Fees

Childcare Program fees are established to offset the costs of operation for the program within the following framework:

- Fees are established on a year-round, weekly basis and do not vary during school holidays or vacations. Fees may vary during the summer months to enhance the summer program.
- All children in the program share equally in the cost of providing for the fixed costs of the program, regardless of time usage. Direct costs such as meals, program supplies, and program leadership are considered when establishing fees.
- All new or returning participants to childcare must pay an annual non-refundable registration fee any time there is a break in service as well completing a childcare registration packet. Annual Registration fees are charged every fall.

Payment Arrangements

Tuition can be paid a few ways. *Electronic Funds Transfer* (EFT) is the preferred method of payment. With your authorization, funds are automatically transferred from your bank to The Breakie Bunch. There is no additional fee for EFT. The Breakie Bunch also accepts VISA and MasterCard or payment by check or money order. *Employer or agency paid plans* are other acceptable payment options. There will be a \$25 non-sufficient funds fee charged should a transaction be declined. Payment is due the Friday before care regardless of your method of payment.

If non-sufficient funds transactions occur more than once, all future tuition payments may be required to be paid by a *money order*.

Tuition does not include fees for field trips and extracurricular activities.

Late Tuition Payment

Payments are due Friday the week prior to care and will be assessed a late payment fee of \$20 if payment is not paid by 6 p.m. on the following Monday. Once an account is more than one week in arrears, the child(ren) may not return until the account is paid up to date, including the current week. After 30 days, unpaid accounts may be submitted to a third-party collection agency.

It is our intention to keep childcare as affordable as possible while maintaining high quality. Those who do not pay tuition in a timely manner may be suspended or terminated from the program. Timely payments are essential for continued enrollment at The Breakie Bunch. However, if you anticipate difficulty with paying on time, please discuss the matter with your Director immediately. If alternative arrangements for payment are approved, the Director will notify you. Both the parents and the Director will sign a written contract with the terms of this agreement.

Fee Credits/Absences

There are no adjustments in the weekly childcare membership payment for absence or non-participation. Your fee covers our direct operating expenses (i.e., staffing, snacks, materials, activity fees, etc.). When you enroll your child, you are reserving space, time, staffing, and provisions whether she/he attends or not. As the enrolling parent, you are responsible for all fees related to your child's participation (copays and registration fees). This includes families that receive assistance through third party agencies/subsidies.

Third Party Subsidies

The Breakie Bunch is happy to accept childcare subsidies. However, a parent is responsible for all payments until an authorization letter has been received. After the calculation has been made of what amount will be covered by DHS, the parent will be responsible for the remaining portion of tuition. Parents are responsible for completing all required paperwork on time. Once an authorization expires, parents will be responsible for full payment of tuition under the guidelines of the enrollment agreement until a new authorization is received. Parents receiving a childcare subsidy are also required to sign a fee agreement, agreeing to be personally responsible for the payment of tuition, in the event they become ineligible to receive childcare subsidies.

Withdrawing from the Program/Changes to Program Enrollment

Participants leaving The Breakie Bunch are required to notify the center in writing 14 days prior to their last day of attendance. If a 14-day written notice is not given, there will be no credits or refunds given. Registration fees and increased participation fees will apply to any re-enrollment.

Changes in schedule, days of attendance, or payment methods need to be given in writing 14 days prior to date of change. We will make every effort to accommodate all requests. In order to maintain appropriate class sizes and student-to-teacher ratios, all requests may not be possible immediately. If the requested schedule is not available, parents may choose to continue with the current schedule until the requested schedule becomes available or may choose to withdraw their child from the program. The date the Director receives the request for a schedule change will be the date used to calculate the two weeks' notice required for withdrawal.

REQUIRED SIGN IN AND OUT PROCEDURES/ATTENDANCE

When you come to The Breakie Bunch to drop off and/or pick up your child, you must stop at the computer and sign your child in/out for the day. Parents are required to escort their child to and from the classroom notifying the teacher that the child has arrived. This procedure helps to ensure the safety of your child and allows staff to determine which children are present at any given time.

Only Authorized Individuals May Pick Up Children

For your protection, only persons authorized, in writing, by the parents may pick up your child. The staff will question anyone who is unfamiliar to them and ask for identification to check their authorization. Anyone without proper authorization will be stopped from taking a child.

If someone other than those persons authorized on the registration form will be picking up your child, you must update your child's emergency card to include them. The Breakie Bunch staff are not permitted to sign children out from program.

Once a parent/authorized individual signs their child out, they are then solely responsible for supervising their child while on center premises. They may not allow a child to wander through the hallways, bathrooms, other classrooms, and/or playground. Parents are requested to handle all business issues before signing out their child.

Late Pick-up

The Breakie Bunch is licensed to care for children until 6:00 p.m., and our staff are scheduled to leave to tend to their own families and personal commitments at that time. Parents need to ensure that their child is picked up before the end of the program. Children become very worried when their parents do not arrive on time. If you are unable to make it, please arrange for another authorized adult to pick up your child. Please contact the center if you anticipate being late.

Beginning at 6:05 p.m., there will be a late charge of \$5.00 (per family) for each five (5) minutes (or any part thereof) past 6:00 p.m. that the child is not picked up. The additional charge will be automatically assessed to the parents' account. Parents receiving funding from third-party agencies are responsible for paying the late fees.

Parents who have not notified The Breakie Bunch that they will be late, can expect the following sequence of events to occur. These steps are necessary to ensure the safety of the child as well as all staff members.

- 6:00 p.m.: Program closes.
- 6:10 p.m.: Staff member in charge begins calling parent home and cell phone number(s) to check for problems or miscommunications. If contact is not made, alternative contacts listed on the registration form will be called.
- 6:45 p.m.: Staff member in charge contacts local authorities to determine if any problem related to the parent has been reported.
- 7:00 p.m.: If the child has not been picked up by this time, he or she will be turned over to the local Police.

You risk dismissal from the program if:

- You fail to pay the late pick-up fee
- You are late in picking up your child three (3) times within a 30-day period.

Parents must keep The Breakie Bunch notified of phone number changes for work, home, and emergency contacts always.

Daily Absences

Parents are asked to contact the center by 9:30am if a child will be arriving late or not attending that day. This can be done via Tadpoles, phone call or email. This way we will know that the child is safe and there is no reason for concern. Additionally, this will enable the center to more effectively maintain appropriate ratios, plan for lunch and help the classroom teacher effectively plan for the day.

SAFETY AND SECURITY

Persons Appearing to be Impaired by Drugs/Alcohol at Pickup

The staff of The Breakie Bunch will contact local police and/or the other custodial parent should a parent appear to the staff of The Breakie Bunch to be under the influence of drugs and/or alcohol. The parent's right to immediate access keeps the center from denying a custodial parent access to their child even if the parent is or appears to be impaired. However, The Breakie Bunch staff will delay the impaired parent as long as possible, while contacting the other parent, the local police, and Child Protective Services.

Any other authorized person who attempts to pick up a child and appears to the staff to be under the influence of drugs and/or alcohol will be denied access to the child. The staff of The Breakie Bunch will contact the child's parents, local police, and Child Protective Services to notify them of the situation.

Drug-Free Environment

We are committed to maintaining a healthy and safe environment for everyone. Staff, family members, and guests are prohibited from smoking or vaping in the center and on its grounds, including the parking lot. **This is a State of Michigan mandated regulation.**

Child Abuse Prevention

Under the Child Protective Services Act, mandated reporters are required to report any **suspicion** of abuse or neglect to the appropriate authorities. The employees of The Breakie Bunch are considered mandated reporters, under this law. The employees of The Breakie Bunch are not required to discuss their suspicions with parents before reporting the matter to the appropriate authorities, nor are they required to investigate the cause of any suspicious marks, behavior, or condition before making a report. Under the Act, mandated reporters can be held criminally responsible if they fail to report suspected abuse or neglect. We at The Breakie Bunch take this responsibility very seriously and will make all warranted reports to the appropriate authorities. The Child Protective Services Act is designed to protect the welfare and best interest of all children.

As mandated reporters, the staff of The Breakie Bunch cannot be held liable for reports made to Child Protective Services which are determined to be unfounded, provided the report was made in "good faith".

Causes for reporting suspected child abuse or neglect include, but are not limited to:

- Unusual bruising, marks, or cuts on the child's body
- Severe verbal reprimands
- Improper clothing relating to size, cleanliness, season
- Transporting a child without appropriate child restraints (e.g. car seats, seat belts, etc.)
- Dropping off or picking up a child while under the influence of illegal drugs or alcohol
- Not providing appropriate nutrition for your child
- Leaving a child unattended for any amount of time
- Sending a sick child to school over-medicated to hide symptoms, which would typically require the child to be kept at home until symptoms subside
- Failure to attend to the special needs of a disabled child

Custodial Issues/Disputes

The Breakie Bunch and the staff employed by The Breakie Bunch will not become involved in any custodial disputes between parents/guardians. Staff will follow court orders to the best of our ability; however, we are not legal experts. All court orders submitted with the child's file must be official documents of the court. The Breakie Bunch staff will follow the instructions given by the enrolling

parent if it supports the court order. Non-enrolling parents can add authorized individuals on their court-appointed day (following the court orders). If custodial disputes are not handled appropriately by the parents, the child may be terminated from the program.

Parent Code of Conduct

The Breakie Bunch requires the parents of enrolled children, at all times, to behave in a manner consistent with decency, courtesy, and respect. One of the goals of The Breakie Bunch is to provide the most appropriate environment in which a child can grow, learn, and develop. Achieving this ideal environment is not only the responsibility of the employees of The Breakie Bunch, but it is also the responsibility of every parent or adult who enters the center. Parents are required to behave in a manner that fosters this ideal environment. **Parents who violate the Parent Code of Conduct will not be permitted on The Breakie Bunch property thereafter.**

Parents are prohibited from addressing, for the purpose of correction or discipline, a child that is not their own. No parent or other adult may physically punish another parent's child. It is inappropriate for one parent to seek out another parent to discuss their child's inappropriate behavior. If a parent should witness another parent's child behaving in an inappropriate manner or is concerned about behavior reported to them by their own child, they must direct their concern to the Director. Although you may be curious as to the outcome of such a discussion, teachers and/or the Director are strictly prohibited from discussing anything about another child with you.

Weapons and Violence

At no time is any person permitted to carry or possess any type of firearm, ammunitions, and/or weapon on The Breakie Bunch property for any reason. Violation of this policy will result in immediate dismissal from the program. An exception may be made for sworn law-enforcement officers if required by law.

When a child or parent's behavior threatens the safety of others, or if a child or parent becomes abusive toward other children, parents, or staff in the center, we may dis-enroll the child immediately.

Field Trips

The Breakie Bunch supplements the in-class curriculum with off-premises field trips. Parents are required to return the written permission slip for their child to attend each field trip. Notification of a field trip will be sent home in advance of the trip with all pertinent trip information including destination, date, time, reason for trip, cost, and mode of transportation. Accompanying the notification paper, teachers will include a permission slip to be filled out, signed, and returned to the teacher before the date of the trip. The field trip permission slip must be filled out completely and accurately.

If parents wish to attend the trip with their child, they should discuss attending with the Director. If parents arrange to transport each other's children on a Breakie Bunch-sponsored trip, The Breakie Bunch is not responsible for those children.

If your child is not scheduled to attend on the day of a field trip and you wish for your child to participate in the trip, please discuss this with the Director 14 days before the date of the trip. Your child will be permitted to attend if required ratios can be maintained with his/her addition to the class. Additional tuition may be applied. If your child is not attending the field trip, they will be permitted to stay at the center if we can accommodate the student in another classroom.

Emergency Procedures

The Breakie Bunch conducts regular fire and emergency/evacuation drills in order to be prepared and maintain a safe environment. Parents, staff, and children will not be made aware of drill dates or times, as this is the most effective way to assess the effectiveness of fire and emergency/evacuation plans.

During a fire/emergency drill or real fire/emergency, parents may not sign children into or out of the program. Parents must wait until the drill is complete and children have returned to the building to sign their child into or out of the program. Parents may feel free to wait with the child's class in the designated safe zone outside of the building until the drill is complete.

In the event of a real fire/emergency, the Director or Designee will inform each classroom teacher that the school will be closing. At this time, any parents waiting to sign their child in will have to leave the premises with their child. Parents will be asked to wait until the Director or Designee has accounted for all staff and children and gives the staff permission to release children. All other parents or emergency contact persons will be notified by telephone of the situation.

The Breakie Bunch will also practice a "Code RED". If something or someone is on campus and there is a threat to the safety of the children or faculty, a "Code RED" will be announced over the intercom system. Each teacher will proceed to their classroom door, lock it from the inside and turn off the lights. All teachers and children will proceed with our "Code RED" emergency plan.

If an actual emergency requires evacuation, the staff and children will be relocated. Parents will be notified as soon as children have been relocated to a safe area.

CHILDCARE AND HEALTH

Immunizations

All children are required to have an up-to-date immunization record on file at The Breakie Bunch. This is a state licensing regulation. If you have chosen not to have your child immunized, please schedule an appointment with the Health Department to obtain a waiver. Parents are required to have a waiver on file in place of an immunization record, so that the center can maintain compliance with licensing regulations. Waivers must be updated annually.

All children are required to have a physical examination form filled out by a licensed medical professional in order to attend The Breakie Bunch. This form, indicating the child's fitness to participate, must be returned to The Breakie Bunch within the first 30 days of enrollment. A new form must be completed every 3 months until the child is 1 year of age, then annually.

Allergies

If your child has allergies, please inform the Director so that we can take the proper precautions to protect your child's health. For the safety of the child, parents are required to provide a signed copy of the "Authorization for Emergency Care for Children with Severe Allergies" form, detailing any allergies, food or otherwise, from which their child suffers. This form must be completed at the time of enrollment or when the allergy is discovered. It must be filled out by the child's physician and parent(s) or legal guardian(s). Additionally, the form must be updated quarterly or more frequently if needed. In addition to this form, parents must provide a copy of any additional physician's orders and procedural guidelines relating to the prevention and treatment of the child's allergy. This form can be obtained by request from the Director.

Parents must also execute a "Release and Waiver of Liability for Administering Emergency Treatment to Children with Severe Allergies" form. This form releases The Breakie Bunch from liability for administering treatment to children with severe allergies and taking other necessary actions set forth in the "Authorization for Emergency Care for Children with Severe Allergies" form, provided The Breakie Bunch exercises reasonable care in taking such actions.

Any medication required to treat an allergic reaction must be provided in accordance with the Medication Policy detailed herein. It is the parents' responsibility to ensure that allergy medication is not expired.

Illnesses

If a parent keeps their child home, notify the center via Tadpoles, phone call or email no later than 9:30 a.m.

If a child becomes ill while at The Breakie Bunch and staff believes it is better for him/her to be home, he/she will be isolated from other children and a parent will be contacted to pick him/her up. If the parent is contacted, they should arrange for their child to be picked up within one (1) hour. Be sure to keep The Breakie Bunch informed of any changes in work or emergency phone numbers. If a parent cannot be reached, we will contact someone whom they have authorized. If we are unable to contact someone or they fail to pick up the child within the one (1) hour time frame we will call the local authorities.

If there is a Serious Injury or Illness the following steps will be followed:

1. Assess the situation. Do not leave the child unattended.
2. Call on the phone for assistance or send an adult for help.
3. Apply basic first aid or CPR if necessary. Call 911 if profuse bleeding or unconsciousness occurs.

Temporary Exclusion

To reduce the spread of illness and to maintain the health of all children at the Center, a child may be temporarily excluded from attending the Center. The Breakie Bunch uses state childcare licensing regulations and health department regulations when making decisions about temporary exclusion.

Guidelines for determining the contagious period for a specific illness are based on the recommendations by the American Academy of Pediatrics and Oakland County Health Department. Parents may be required to present a doctor's note stating that their child is no longer contagious and can return to the program. The Breakie Bunch will ask that the child remain away from the Center if his/her illness prevents him/her from being able to participate in the daily program or if the illness requires more individual care than staff can provide. The Breakie Bunch reserves the right to refuse to allow a child to return if the Director or Designee believes the child to be too ill to participate in the program.

Children excluded due to a fever may not return until they are fever-free, without fever reducing medication, for 24 hours. If a child is sent home due to a fever, he/she is not permitted to return to the program the following day at a minimum. A fever is defined as a temperature of 100°F (taken by mouth) or 99°F (taken under the arm).

Children will be excluded from the program for loose bowels or diarrhea not caused by medication that occur 3 or more times in a day. Parents will be notified after two loose bowel movements. Children may return when normal bowel movements resume.

Children will be excluded for vomiting and may not return to the following day.

Children sent home for an unidentified or spreading rash would require a doctor's note to return.

If a child will be absent due to illness, The Breakie Bunch requests that parents notify the Director. This allows faculty to keep track of any illnesses, which may occur at the center. If a child has a communicable disease, it is asked that parents share the diagnosis with the Director so that other parents can be informed of any instances of contagious diseases affecting children who may have had direct exposure at the center. Only the communicable disease information will be shared. The Breakie Bunch will take all measures necessary to protect children and families' confidentiality. Parents are not required to disclose this information by law, and continued enrollment will not be based whatsoever on the decision to share (or not) the reason for the child's absence from school.

To help maintain children's health, The Breakie Bunch will practice appropriate hand-washing techniques with children. Children will be required to wash hands before eating, after bathroom visits, when returning from outside, and at any other appropriate time. Proper hand-washing techniques are posted in the classrooms near the sinks.

Medications

The Breakie Bunch recommends that parents administer medications prior to arriving or after leaving the center when possible.

To authorize The Breakie Bunch to give a child prescription or nonprescription medications or to apply topical nonprescription medications, parents must complete a Medication Authorization Form.

Nonprescription medication dispensed for more than a period of seven days must be accompanied by a doctor's note with explicit dosage and administration instructions.

The Breakie Bunch will only dispense nonprescription and/or prescription medication that is in original, labeled containers. The Breakie Bunch will only give medication to the child for whom the doctor's note is written and for whom the prescription is written.

Prescription medication must include a prescription label with specific dispensing instructions and a current date. Parents are responsible for ensuring that all prescription medication is properly labeled by a pharmacist and replaced before the expiration date.

Do not store medication in diaper bags, lunch bags, backpacks, or any other personal belongings.

Staff does not mix medication with food, formula, or juice, nor will they dispense any medication in a bottle or cup.

The Breakie Bunch will store all medication out of children's reach. Medication that requires refrigeration will be secured in the refrigerator. Trained staff will administer medication at required time. Each dosage will be double-checked before medication is given.

Parents are encouraged to request that the pharmacist provide two prescription-labeled bottles when filling the prescription. For the convenience of the parent, this allows one bottle to stay at home and one to stay at the center.

Biting

Parents will be notified by incident/accident report via Tadpoles that a biting incident has occurred during the day. The staff may not discuss with either parent the identity of the other child involved in the incident. This information is considered confidential and cannot be disclosed. The staff of The Breakie Bunch cannot discuss the medical history of any child involved in a biting incident with the other party. It is recommended that any child involved in a biting incident be seen by their family physician if the parents are concerned about communicable diseases possibly resulting from the biting incident.

Biting Policy

Biting is often used by toddlers as a form of communication. It is a developmentally appropriate behavior that any child can develop regardless of parenting style. That being said, biting can be harmful to other children and staff. It is our job to keep everyone safe.

This biting policy has been developed with both perspectives in mind. As a childcare center, we understand that biting is going to happen. Our goal is to help identify what is causing the biting and resolve these issues. If the issue cannot be resolved, this policy serves to protect the children that are bitten.

If a biting incident occurs, state regulations require that the parent of the child biting and the parent of the child who was bitten be contacted. Names of the children are not shared with either parent.

When biting occurs:

Our staff strongly disapproves of biting. The staff's job is to keep the children safe and help a child that bites learn more appropriate behavior.

For the child that was bitten:

1. First Aid is given to the bite. It is cleaned with soap and water. If the skin is broken, the bite is covered with a bandage.

2. Parents are notified via Tadpoles.
3. The "Accident/Incident" form is filled out documenting the incident.

For the child that bit:

1. The teacher will firmly tell the child "NO!"
2. The child will be removed from the situation
3. The parents will be notified via Tadpoles
4. The "Accident/Incident" form is filled out documenting the incident.

If Biting Continues:

1. The child will be shadowed to help prevent any biting incidents. In the case of a failed attempt, the teacher will use that as an opportunity to teach the child a more appropriate approach.
2. The child will be observed by the classroom staff to determine what is causing the child to bite (teething, communication, frustration, etc.) The administrative staff may also observe the child if the classroom staff is unable to determine the cause.
3. The child will be given positive attention and approval for positive behavior.

If biting becomes excessive:

1. If a child inflicts 3 bites in a one week period (5 weekdays) in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, a phone or in person conference will be held with the parents that day to discuss the child's behavior and how the behavior may be modified.
2. If the child again inflicts 3 bites in a one week period (5 weekdays) in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, the child will be suspended for 2 business days.
3. If a child once again inflicts 3 bites in a one week period (5 weekdays) in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, the parent, will be asked to make other childcare arrangements.

If a child has been through steps 1 and/or 2 and goes 3 weeks (15 business days) without biting, we will go back to step 1 if the child bites again.

If a child bites three times in a 4-hour period, the child will be required to be picked up from daycare for the remainder of the day. This will not count towards the 2-day suspension.

Food and Nutrition Plan

Our program provides Breakfast (8:00am-8:30am), morning snack (10:00am), lunch (12:00pm), and afternoon snack (3:00pm) to children during program hours. We assure meals and/or snacks are nutritionally sound by participation in the Child and Adult Care Food Program [CACFP].

Our program provides a supportive, attentive and accommodating environment for children with food allergies or special dietary requirements. Food alternatives will be identified with parents and be kept readily available where food is prepared. A plan will be developed with parents as to how food alternatives will be made available (provider purchased; parent purchased). Parent emergency information will be kept updated as well as related medical records and changes in child's treatment plans. A form will be provided that the pediatrician fills out specifying which foods to substitute.

Our food is prepared on site and our menus are posted so that families can see them. We will provide written communication in other languages for families enrolled where English is not their spoken or primary language. We provide clean, sanitary water to children throughout program hours. Children are provided with cups or have access to the drinking fountains, but water is not substituted for milk when milk is a food/meal requirement. Additional water is available when temperatures are higher or physical activity increases.

Our policy does allow families to bring food from home. Any food from home must be labeled with the child's first and last name, the date, and what meal it is for. For infants their bottles must come prepared and labeled with the child's first and last name, the date, what is in it, and how much. Once they are introduced to solids, those foods also need to come labeled with the same information.

Holidays and birthdays are meaningful and fun. We encourage families to share in ways that are reflective of their traditions and are enjoyable for the children. We do encourage families to bring nutritious treats that are purchased from a licensed food provider rather than being homemade; we need to make sure food is safe for children who may have food allergies or sensitivities. Families need to plan with the director so that choices of food can be agreed upon.

For Infants

- Infants are fed on-demand, at regular times of the day, or a combination of the two depending on age and parent request.
- Prepared bottles are labeled with the child's first name, date, amount, and contents and capped.
- Infants are always held for bottle feeding; bottles are never propped.
- A plan to introduce age-appropriate solid foods to infants is made in consultation with the child's parent/guardian and primary care provider. We follow CACFP/USDA requirements to introduce solid foods; these guidelines are available for staff and parents to review.
- Our program welcomes breastfeeding families and will provide a space for mothers to nurse or pump. Breastfed babies do not receive food or drink (other than breast milk) unless indicated. Parents are asked what they want the center to do if mom will be late and their baby is hungry, or the supply of breast milk is gone. Staff is trained on the benefits of breastfeeding, preparation, storage and feeding of breast milk, and resources available for parents.
- Our program communicates with parents about how/what their infants ate through Tadpoles and verbal communication.

For Toddlers, Preschool Age, and Older Children

- Our meals are served family style. Staff sits and eats with the children when they are able. Children are encouraged to help with meals in age appropriate ways.
- Scheduled meals and/or snacks are available to all children enrolled and present.

Nutrition Education

Children receive nutrition education from reliable sources that reflect standards upheld by CACFP and the USDA. The children are given opportunities to understand why eating healthy is important, and to learn to form healthy eating and activity habits.

- Nutrition information is shared through: Books, daily activities, and mealtimes. Families are also provided nutrition education through such things as learning activities, community events, informational brochures, etc.
- Meal service information is on posted menus.
- Nutrition education also includes opportunities for our program to learn about the prevention of childhood obesity, basic principles of child nutrition and healthy eating habits and experiences. We share this information with parents as well.

Diapering

Until your child shows interest in toileting, The Breakie Bunch staff will provide diaper changes on an as-needed basis but at a minimum of every two hours. Parents are required to provide diapers and wipes for their children. Diaper changing procedures are posted in necessary rooms and specific diaper changing times will be listed on a child's daily sheet.

Potty Training

When a child shows interest in potty training, the parent and child's teacher will discuss how to work together to encourage it. Several complete changes of clothes and shoes should be kept at the center during potty training.

Infant Sleep

Infants at The Breakie Bunch sleep according to their needs and schedule. All infants will be placed on their backs to sleep unless a documented medical condition requires alternate sleep positions. The Breakie Bunch is not allowed to swaddle infants.

Clothing, Belongings, and Lost and Found

Parents should send their child to the program in comfortable, "play" clothing. Children will be doing arts and crafts, going outside for activities, and clothing may get soiled. Children should not wear clothing that will restrict activity. Footwear is required. Coats, hats, gloves, scarves, snow pants and winter boots must be provided in the winter months. It is not necessary for the children to wear their winter boots to school. Teachers will change the children into their winter boots when they go outdoors.

Children are required to have one seasonably and size-appropriate, change of clothing at the center at all times. A complete change of clothing includes shirt, pants, underwear, socks, and one pair of shoes. Teachers will post reminders for parents to update changes of clothing as the weather begins to change.

Parents must label all their child's belongings (i.e., blankets, jackets, coats) and be sure to check their child's "cubby" at the end of each day. The Breakie Bunch will not be responsible for lost, damaged, or stolen articles. It is asked that parents do not send valuables (iPad, tablets, toys, radios, trading cards, video games, etc.) to the center with their child. After one month, lost and found items will be donated to a charitable agency.

PROGRAM PHILOSOPHY ON CHILD GUIDANCE, DISCIPLINE, AND SAFETY

Children's Appropriate Conduct

It is The Breakie Bunch's intent that each child enjoys the activities planned, understanding that she/he is responsible for his/her actions. With prior knowledge of the basic rules of safety and good conduct, each child is made aware of how to exercise self-discipline. Staff are here to assist her/him and to know that it is the staff's expectation that she/he will succeed. Character development is an important part of our program. Staff also uses positive reinforcement by consistently acknowledging good behavior. The expectations listed below are the general expectations in place for all program participants:

- Safety first.
- Respect for yourself, for others, and for property.
- Speak for yourself/listen attentively.
- Be responsible for your words and actions.

The Breakie Bunch always strives to maintain a positive approach to managing children's behavior. When children choose to behave outside of the guidelines, some consequence is required in order to avoid future problems. The overall safety of all children in the program is our highest priority. Parents should be aware that State of Michigan licensing regulations states the following regulations regarding discipline:

- Positive methods of discipline that encourage self-control, self-direction, self-esteem, and cooperation must be used.
- All the following means of punishment are prohibited:
 - Hitting, spanking, shaking, biting, pinching, or inflicting other forms of corporal punishment
 - Placing any substances in a child's mouth, including but not limited to, soap, hot sauce, or vinegar
 - Restricting a child's movement by binding or tying him or her
 - Inflicting mental or emotional punishment, such as humiliating, shaming, or threatening a child
 - Depriving a child of meals, snacks, rest, or necessary toilet use
 - Excluding a child from outdoor play or other gross motor activities
 - Excluding a child from daily learning experiences
 - Confining a child in an enclosed area, such as a closet, locked room, box, or similar enclosure
 - Time out must not be used for children under 3 years of age
- Non-severe and developmentally appropriate discipline or restraint may be used when reasonably necessary, based on a child's development, to prevent a child from harming himself or herself or to prevent a child from harming other persons or property, excluding those forms of punishment prohibited by sub rule (2) of this rule. Page 19 Courtesy of Michigan Administrative Rules
- A written policy must be developed and implemented regarding the age appropriate, non-severe discipline of children. The policy must be provided to staff and parents. *Behavior Management/Discipline Policy*

In cases of negative or inappropriate behavior, the following process will be employed:

1. Reasoning and Redirection: Every effort will be made to help the child understand the inappropriateness of her/his action and agree to an alternate form of behavior. Children may be redirected to alternative activities. When the conflict is child-to-child, every effort will be made to have them reason together, face-to-face, with staff facilitating.

2. **Removal from Specific Activity:** When reasoning has been pursued and has not changed the behavior, removing the child from the activity for an appropriate amount of time may become necessary. The denied activity should be related to the misbehavior and the removal should not exceed 10 minutes.
3. **Child/Director Conference:** When the Teacher is not successful in correcting behavior, the Director may meet with the child to redirect him/her to the use of proper conflict resolution strategies.
4. **Parent Conference:** If a student is exhibiting frequent, intense, persistent, and potentially harmful behaviors in the classroom, the parent needs to be formally involved in the process. We will then refer to our Behavior Support Guide for further action steps.

The safety of a child is the highest priority for setting behavior management procedures.

- When a child is persistently biting, hitting, kicking, choking, throwing objects that may cause harm, running out of the classroom, or displaying inappropriate sexual behaviors, the parent may be called to pick their child up within one (1) hour of the call. The child may return the next day.
- If the child is sent home a second time, they will not be allowed back the next day. Within the week, there will be a meeting held with the child's teacher, parents or guardian and director to review the behavior intervention plan to help the child be successful moving forward.

Removal from Program

If the above process has not resulted in corrected behavior, the family will be required to remove the child from the program. The Breakie Bunch reserves the right to remove a child from the program if he/she disrupts the class or endangers the well-being of themselves or others regardless of all steps being followed.

PARENT-PROGRAM COMMUNICATION

To ensure parents and children are getting the most out of their Breakie Bunch experience, the lines of communication are kept open through a variety of ways including: newsletters, Tadpoles, bulletin boards, parent/teacher conferences (offered twice a year or on request and include ASQ screenings), parent events, surveys, and feedback forms. Parents receive frequent communications from the center, both in person and in writing, so parents are constantly informed of their child's progress, achievements, and daily activities. **Once more, parents are welcome to drop in anytime, to visit, check in with their child, and enjoy the program.**

Who to See When?

The Director will be able to assist a parent with most questions related to operation of the program, including program ideas or concerns, behavior issues, schedule changes, and staffing. They will be able to work closely with parents to ensure a positive experience for both parent and child.

The Breakie Bunch is licensed by the State of Michigan Department of Health and Human Services. The State requires all parents enrolling their child in a licensed childcare center to be provided with information regarding the definitions and recognition of child abuse, parent and child rights, as well as other information. For concerns related to these or other licensing issues, contact:

State of Michigan
Department of Human Services
Phone: (248) 858-9750
www.michigan.gov/dhs

Volunteer

The Breakie Bunch encourages parents to volunteer at the center for daily activities and special events as well as to attend field trips. If a parent is interested in volunteering, they should speak with the Director for more information.

Any parent who volunteers in the classroom on a regular basis (regular defined by licensing regulations as "someone who has contact with the children at least 4 hours per week for more than two consecutive weeks") will be required to pay for and secure a negative TB test as required by our licensing regulations. The Breakie Bunch will secure a public sex offender registry (PSOR) clearance for all volunteers before having any contact with a child in care. A copy of this clearance will be kept on file at the center. Any individual registered on the public sex offender registry (PSOR) is prohibited from having contact with any child in care. Any person, including parents, with felony convictions, sex offender convictions, and/or open investigations into any criminal activities will not be permitted to volunteer in the classroom or on field trips.

Parents with visitation only (sole/exclusive custody arrangements) will only be permitted to volunteer with the express written permission of the custodial parent.

Volunteers will not be left alone and will always be supervised. Volunteers will not be assigned toileting and/or diapering duties with the children. Volunteer duties will include assisting with daily routines such as art activities, special functions (parties), group activities, reading stories, music and movement activities, and outdoor play.