



# Take-A-Break Child Care Center

A Child Development Center



## **PARENT HANDBOOK**

**415 S. 28th Street  
Battle Creek, MI 49015**

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Family Enrichment Center

# Take-A-Break Child Care Center

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## **Our Mission**

To provide a warm nurturing environment  
that encourages the Development of the  
“Whole Child”  
while fulfilling a community need.

## **We Believe**

We believe that all children have the right to a safe stress free environment and we are committed to providing this right to the children of Battle Creek. In addition, we believe that all children have the right to be treated with dignity and respect. Take-A-Break Child Care Center will make every effort to be sensitive and responsive to the needs and interests of each child. The center is committed to careful observation and working with parents and community resources to meet the needs of each developing child and their family.

## **Child Care Goals**

- ♥ Provide a healthy and safe environment.
- ♥ Provide a secure, comfortable, enjoyable and responsive environment.
- ♥ Respect, accept, and appreciate each child.
- ♥ Provide learning opportunities designed to promote perceptual motor, psychological, social, linguistic and intellectual growth.
- ♥ Encourage each child’s independence, autonomy and self-discipline.
- ♥ Maintain an environment free of racial or sex role bias, stereotype or prejudice.
- ♥ Provide regular information to parents with COR/Daily Notes and through parent teacher conferences (offered 2 times per year).
- ♥ Encourage parent questions opinions, and involvement with center.

## **Multicultural Policy**

Our program is committed to multi-cultural education. The purpose of this policy is to share a commitment to human rights, dignity of the individual and social justice. The importance of this policy is to create a program that is truly reflective of the lives of the communities’ children and families, as well as our staff. By recognizing the impact culture plays on families, we will make every effort to provide culturally responsive child care by affirming human difference and the rights of people to make choices about their own lifestyle. In an effort to do so we will provide cultural competency training annually, facilitated by the Battle Creek Shared Service Alliance in partnership with the Calhoun Intermediate School District We seek to recognize, appreciate, and respect the uniqueness of each child.

## **A Safe Place For Children**

Take-A-Break Child Care Center was established to provide quality childcare for the children of parents who need a few hours per month to search for employment, housing, keep necessary appointments, or need a “healthy break” from daily child care. The center provides care for children from birth to 12 years of age (special arrangements of older children will need to be authorized by administration). The center maintains drop-in spots daily. It is a community-based program open to all families in the Battle Creek area.

### **Tuition**

Birth to 2 1/2 years old \$5.40 per hour  
2 1/2 old to 12 years old \$4.40 per hour  
Before/After School - \$13/day (partial days - hourly rate)

### **Hours**

Monday - Friday  
6:00 am - 6:00 pm

Weekends  
Closed

### **Drop In Guidelines**

- ◆ Drop in slots are available daily depending on the age of the child and the number of children attending the center.
- ◆ Reservations may be made up to 1 week in advance.
- ◆ All enrollment papers must be complete.

### **Full-Time/Part-Time Guidelines**

- ◆ Full-time openings are available for children needing care 5 days per week.
- ◆ The center strives to accommodate the needs of children needing part-time care for odd hours or schedules that change. There is a 30 hour minimum per week in our Infant, Waddler, and Toddler Rooms.
- ◆ Parents will be asked to complete an enrollment packet and sign a payment contract. At this time, parents must bring an up-to-date immunization record for their

child(ren). A physical is due within 30 days of enrollment and a new one is required every year thereafter. We require every child to be up-to-date on their immunizations and encourage every child to stay up-to-date for the duration of their time with Take A Break Child Care Center. If you are in need of information on local pediatricians or health care centers please see page 8-9 of this parent handbook and ask for a resource booklet from the front office.

## **Registration**

Families will need to complete their registration by providing administrative staff with their name, child's name and date of birth, phone number, email address, and date families would like to start care. This information will then be forwarded to our Central Enrollment coordinator, in partnership with the Battle Creek Shared Service Alliance, that Take A Break is a part of. You will then be sent a link to do part of your enrollment online prior to your first day of attendance.

## **Reservation Policy**

Parents/Guardians must fill out a reservation sheet by Thursday of each week indicating the days/hours that they will need childcare in the following week. The "Center" will plan staffing based on these forms. If you sign up for a designated time and you do not show up for that time or do not call to inform administration of your change, you are subject to a \$20 Fee per occurrence. If you do not complete the reservation sheet, there may not be a place for your child during that week.

## **Attendance Policy / Cancellation Notice**

The GSRP Class will follow the Lakeview School District calendar and closings; GSRP teachers will provide all GSRP families with a calendar identifying scheduled days/times off.

If a space has been reserved and the child(ren) will not be coming to the center as scheduled, the parent is REQUIRED to call and cancel so other children may attend, or the family will be subject to a \$20 late fee as stated in the Reservation Policy.

If a parent is repeatedly late, or repeated cancellations or no shows occur, they will be restricted from making reservations and will only be able to use the center on a walk-in basis, if space is available.

## **Withdrawal Policy**

Parents have the right at any time to withdraw their child(ren) from attending the Center. We ask for a 2 week notice and that your final payment be made on the last day of attendance. If you have reserved for the following week and you fail to give a notice, you will be responsible for payment of that week.

## Suspension Policy

Take-A-Break Child Care Center reserves the right to ask any family to withdraw their child(ren) from the Center for reasons such as, but not limited to: unresolved behavioral problems, non-payment of required fees, failure to sign your child in and out, failure to reserve your child a week in advance and/or failure to pick your child up at the scheduled time.

## Complaints/Concerns

Parents have the right to express any concerns or complaints they may have by discussing it with the Program Director. If they feel that their concern/complaint is not properly addressed, they may discuss it further with the Executive Director or Board of Director.

## Payment Policy

We encourage all families to apply for childcare assistance through the Department of Health and Human Services (DHHS). You will receive one billing “grace period” while applying for assistance. After that time, billing will be processed on a bi-weekly basis.

Once you have received authorization for assistance, you will be required to pay any portion of the bill the DHS does not cover. DHS may only pay \$5.00/hr for infant, waddlers, and toddlers and \$3.75/hr for children 2 1/2 years and older. In addition, DHHS may only pay a percentage of these amounts. You will be responsible for any amount not paid by DHHS. Billing is done on a bi-weekly basis and payment is expected 7-10 business days upon receipt of the bill.

### Hourly Rates:

- ◆ Birth to 2 1/2 years - \$5.40/hr (minimum of 30 hours/week)
- ◆ 2 1/2 years to 14 years - \$4.40/hr (with the exception of before & after school care)

**Before and/or After School Care:** The cost is \$13.00 per day that your child attends with the exception of when there is a partial day of school in which case, the hourly rate of \$4.40/hour will apply. The \$13.00 per day is for before and/or after school care.

The registration cost is \$35 for one child or \$50 for a family with more than one child. This fee can be paid in advance or must be paid with the first billing statement.

There is an equipment/supplies fee of \$36 a year which is added to the first billing statement of the new year and is prorated at \$3 a month for families who enroll throughout the year. This fee can be paid in advance or must be paid with the first billing statement.

In addition, there will be a \$20.00 per occurrence for any family that does not adhere to our Reservation Policy.

There is a \$45 charge for any returned checks due to non-sufficient funds. If more than one check is returned, you will be required to pay future bills with a money order or cash.

You will have 30 days to pay your bill in full. Failure to pay your balance may result in suspension from the center. Should you discontinue using the center and still do not pay your bill or make consistent payments, legal action will result.

Parents have the right at any time to withdraw from their children attending the Center. We ask for a 2 week notice and that your final payment be made on the last day of attendance. If you have reserved for the following week and you fail to give a notice, you will be responsible for payment of that week.

Rates are subject to change at any time. A minimum of a 2 week notice will be given.

*Checks and Money Orders are payable to:*

## **Family Enrichment Center**

### **Sign-In/Sign-Out Policy and Procedure**

Parents/guardians must sign in using their own security each time they bring a child(ren) to the center and sign out (with same code) each time they pick up their child(ren). Codes may not be shared with others.

In case of fire or emergency, the kiosk sign in's are used to take attendance and ensure all children are safe and accounted for. We do not want to look for your child if your child has already gone home or is not in attendance for the day.

If your child is not signed in, you will receive a warning notice.

If you receive more than 2 notices in a one month period, for your child's safety, we will be forced to not accept your child at our center.

#### Procedure

1. Sign your child in using your personal security code. If you do not have a code, please see the front office for assistance.
2. Hang up your child's coat and back pack. (If one is not already assigned to your family, you will have a designated spot for your child's belongings in the near future.)

3. Take your child to his/her room and acknowledge the teacher so they are aware of your child's presence.

- Always make sure the caregiver is aware you have brought your child inside and NEVER just drop them off in the driveway and send them in alone - ALWAYS come in with them.

- Identification will be required from anyone picking up children other than parents. If a different parent picks up the child that we are not used to, we will request identification as well. All persons picking up children must be entered on the child's registration form.

## **HighScope Curriculum**

The HighScope curriculum is an educational approach based largely on the interactional theory of child development. This curriculum aims to promote active learning by providing many opportunities for children to initiate their own activities and take responsibility for completing them. There are 5 active learning components that teachers will include in all their lessons daily. These components help teachers to create learning experiences for children, but allow children to explore and learn based on their own understanding and ideas about the experience.

## **Medication Procedures**

Medication can be dispensed to children attending the center. Parents are encouraged to try to schedule medication so it does not need to be given at the center. However, we realize this is not always possible. When it is not, medication permission forms must be filled out and on file. Staff will keep a medication log of medication administered.

This includes non-prescribed topical creams (diaper rash cream, A&D ointment, sun screen, etc.) will require a medication permission form yearly, but application of these creams will not be logged.

Detailed information about Health Resources in Calhoun County are available upon request. The booklet will include information on how to contact the following resources:

## **Health Care Plan**

### **Purpose**

A physical is due within 30 days of enrollment and a new one is required every year thereafter. We require every child to be up-to-date on their immunizations and encourage every child to stay up-to-date for the duration of their time with Take A Break Child Care



Center.

The purpose of this plan is to ensure that all children in attendance meet the recommended requirements of health standards by receiving appropriate treatment and preventative services by healthcare professionals on a routine basis. This is important to all families as we work together to reduce the spread of disease and help maintain a healthy attendance rate for the benefit of early childhood development.

### **CPR & First Aid Certified**

- ◆ At least (1) one staff member trained in Children and Infant CPR and First Aid is on the premises at all times during the hours of operation. According to the Michigan Licensing Rules for Child Care Centers, ALL staff must be trained in Children and Infant CPR and First Aid within 90 days of being hired
- ◆ The Calhoun County Health Department is also extremely helpful in lending advice and training to day care personnel.

## **Health Plan Resources**

- ◆ General Healthcare
- ◆ Hospitals
- ◆ Therapeutic Pregnancy
- ◆ Optical
- ◆ Dental

## **Illness Policy & Personal Care**

In order to prevent the spread of infection, we will require that you keep your child home if he/she displays any of the symptoms listed below. Upon entrance to the building we will exercise our best judgement of you or your child's health and the safety of everyone in attendance. We will therefore take the temperature of all children entering the building to assure that they are not running a fever over 100°. If you or your child are found to have a fever of 100° they will be asked to leave and not attend for the next 24 hours or until they are fever free without medication.

In addition your child will be refused care, sent home, and should be kept home if they have any of the these symptoms:

- ◆ Elevated temperature
  - If temperature is more than 100° parent will be notified by phone, from an administrator, of child's condition, and will be sent .
  - If temperature is 101° or higher, parent will be contacted by an administrator and child must be picked up within the hour.
  
- ◆ Complaints of pains
- ◆ Diarrhea or vomiting
- ◆ Frequent coughing, sneezing or congestion
- ◆ Prolonged coughing, producing phlegm
- ◆ Audible breathing sounds, wheezing
- ◆ Sore throat
- ◆ Any draining sore, infection
- ◆ Any type of rash
- ◆ Communicable disease (antibiotics for 24 hours before returning to center)
- ◆ Ear ache, toothache
- ◆ Red, puffy, draining eyes
- ◆ Swelling of any part of the body
- ◆ Scabies, Head or body lice (all nits need to be removed)

Should your child develop any of the above symptoms while in care, the parent will be contacted to pick up the child immediately. If the parent is not reachable, the emergency contact person will be called.

If your child has been diagnosed with a contagious disease, they must be on an antibiotic for a minimum of 24 hours or a doctor's note stating they are no longer contagious before they are able to return to the center.

Personal care touch includes cleaning, dressing and nap time routines, and is done in a gentle and respectful manner. It will also include face and hand washing, assisting with toileting, examining rashes and unusual marks, nose blowing, and assisting with

necessary clothing changes. Genital areas are touched gently for purposes of cleansing only. First aid is administered as gently as possible and always accompanied by verbal explanation and appropriate comfort.

***PLEASE NOTIFY THE CENTER IF YOUR CHILD WAS AT THE CENTER JUST BEFORE COMING DOWN WITH A COMMUNICABLE DISEASE.***

## **Fire Safety**

- ◆ Fire safety is a regular part of the curriculum for the children and the emphasis is on safety procedure.
- ◆ Evacuation routes and actual staff responsibilities during evacuation are posted in each room.
- ◆ Fire Drills are done quarterly to insure children know the procedures.
- ◆ All emergency telephone numbers are posted in a place visible to staff.

## **Emergency Procedure/Serious Accident/Injury**

If your child should have an accident or incur a serious injury while at the center the following procedure will be followed.

### **Minor/Major Accident:**

- ◆ Injury will be assessed and first aid will be administered (tlc, band aid, etc.)
- ◆ Injury report will be completed to be sent home with child's family.
- ◆ After assessment, if minor injury appears to be major family will be contacted immediately.

### **Serious Accident:**

- ◆ First aid/CPR will be given by one of the certified teachers to stop bleeding, restore breathing, etc.
- ◆ Parents will be contacted immediately, however, if the parent is unavailable the emergency contact person listed on the child's information sheet will be contacted.
- ◆ If necessary, emergency treatment will be secured at the hospital.
- ◆ The program director will notify the Department of Licensing affairs within 24 hours (via phone, fax, or email) of notice from a parent/guardian if a child received medical treatment or was hospitalized for an injury, accident, or medical condition that occurred while the child was in care.

## **Parent Notification of the Licensing Notebook Requirement**

### **Child Care Organizations Act, 1973 Public Act 116**

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

- This center maintains a licensing notebook of all licensing inspection reports, special investigation reports and all related corrective action plans.
- The notebook will be available to parents for review during regular business hours. This notebook is kept in the entry way on the left side of the office door and can be accessed any time Monday - Friday, 6 am - 6 pm.
- Licensing inspection and special investigation reports from the past two years are available on the Bureau of Children and Adult Licensing website at [www.michigan.gov/michildcare](http://www.michigan.gov/michildcare).

*If you have further questions, please do not hesitate to contact the Center directly at 269-660-0449, Monday - Friday, 6 am - 6 pm.*

## **Center Holidays and Closings**

The Center will always be closed on the following Holidays:

- ◆ New Years Eve & New Year's Day
- ◆ Memorial Day
- ◆ Independence Day
- ◆ Labor Day
- ◆ Thanksgiving Day & the Day After Thanksgiving
- ◆ Christmas Eve & Christmas Day

**There will also be 4 additional days throughout the year that the center will be closed for ALL staff Professional Development.**

*Any other closings will be posted in advance*

## **Severe Weather/Closing**

If at any time the Center is open and the State Police or Highway Department advises no unnecessary travel, parents should pick up their children immediately.

In the event there is a loss of power or water, (or similar emergency), there is a possibility the center will close and your child(ren) will need to be picked up immediately.

Announcement of any closing will be made on local radio station on the following station: WBCK (95.3 FM and 104.9 FM), and 103.3 and TV Station WMMT (Channel 3).

## **Emergency Procedures/Severe Weather**

Because all of us are deeply concerned about the safety of our children when disaster threatens, it is important to plan in advance for protection and the survival in emergencies (tornado, etc.). In the event of such emergency, the plan outlined below will be followed:

If a tornado appears without warning or when the U.S. Weather Bureau issues a “Tornado Warning,” children will remain at the center and will take cover under the supervision of Staff. Parents arriving to pick up their child will be asked to stay at the center with the child(ren) until the “warning” has been lifted.

## **Touch & Nurturing**

Nurturing touch is necessary for every child’s emotional growth. Affectionate nurturing touch includes hugging, holding on lap, rocking, caring, rubbing or patting backs, cuddling, and hand holding. Children always have the right to refuse these touches. While tickling may be an appropriate form of playful touch, it is discouraged in the child care setting. There is also an expectation, and the policy of Take A Break Child Care Center, that kissing children not be included as a demonstration of appropriate touch and nurturing.

## **USDA Food Program**

Through the Child and Adult Care Food Program (CACFP) you can be assured that your child is getting balanced, nutritious meals and developing healthy lifelong eating habits. Proper nutrition during the early years ensures fewer physical and educational problems later in life. You can find information about this program and it’s benefits posted on the parent information wall in the atrium of our building.

As a participant in the CACFP, your child care center receives reimbursement for serving nutritious meals and snacks. We also receive handouts such as choose my plate, training opportunities, and meal pattern requirements documentation that help us plan meals and

snacks that meet the USDA meal pattern requirements; which are listed below. Choose my plate flier is used to exhibit what healthy portions might look like on a child’s plate. Training opportunities are used to help our cooks stay abreast of all the changes in meal requirements and other ways to keep children enjoying healthy meals.

<b>BREAKFAST</b> (Served 6 - 8:30am)	<b>LUNCH</b> (Lunch Served 10:30 - 12:30pm)	<b>SNACK</b> (Served 9:30 - 10:30am & 1:30 - 3:30pm) serve 2 from the 4 food groups below
Milk  Fruit or Vegetable  Grain/Bread	Milk  2 Fruit/Vegetable servings  Grain/Bread Meat or Meat Alternate	Milk  Fruit or Vegetable or Juice  Grain/Bread Meat or Meat Alternate

Please talk with your child’s teacher when planning to bring food to the daycare for your child or their class. If you choose to bring food to school for special occasions such as birthdays, the food must be prepared in a licensed commercial kitchen such as a bakery or it must be pre-packaged when purchased from the store. These measures help us to follow health and safety regulations and avoid allergic reactions in children.

Out of consideration for our children, we ask that you do not bring in food from outside sources for your child (ie. McDonald’s, Burger King, etc.) Thank you for your understanding and cooperation.

In accordance with Federal law and U. S. Department of Agriculture (USDA) policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (800) 795-3272 or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.

## No Smoking or Vaping Policy



The center has a **NO SMOKING OR VAPING POLICY**  
 Please do not smoke/vape on the property. This is a licensing rule  
 and must be abided by all families using the Center.



THIS MEANS NO BUTTS, PARAPHNELIA, OR OTHER TOBACCO PRODUCTS IN DRIVEWAY OR PARKING AREA.

## Discipline Policy

The Center staff believes that it is important to protect children physically and emotionally. Our guidance methods will ensure a sense of safety, competence, and respect for self and others. Staff encourages self-control and appropriate social behavior in children. Positive methods of developing these behaviors are used in the center.

Per State of Michigan Licensing requirements, staff, volunteers, and parents visiting our classrooms may not use corporal punishment, frightening, or humiliating disciplinary techniques at any time. This policy applies to licensed centers, meetings, center sponsored events and any

off-site activities, such as bus rides and field trips. Use of corporal punishment as mentioned above will result in disciplinary action of any employee found to be a perpetrator by way of suspension and loss of hours leading up to termination of employee and proper authorities will also be contacted per State of Michigan Mandated Reporter law.

Our staff design an environment that minimizes conflict, use clear language and directions, and to anticipate challenging situations. However, occasional issues requiring intervention may arise. In these cases, staff and families will try strategies that are positive and appropriate for each child's age and developmental stage. Any form of verbal abuse will not be acceptable: a harsh tone of voice, humiliation, shaming, ridicule sarcasm, threats, name calling or insults. Also, children will not be deprived of food.

The parent/guardian will be notified should a child demonstrate behavior that is harmful to the staff, other children or themselves. This will be handled by the Program Director, Administrative Assistant, or Executive Director. The Center reserves the right to have a child sent home for the day (or longer) should they become a danger to themselves, other children or a caregiver.

In every case, we view discipline as a positive, solution-oriented process in which children learn appropriate behavior without damage to their physical or psychological well-being, using the 6 Steps to Conflict Resolution. This Center does not permit, nor will it tolerate under any circumstances, the use of abusive or degrading disciplinary methods.

### **6 Steps to Conflict Resolution**

1. Approach Calmly, stopping all hurtful actions.
2. Acknowledge children's feelings.
3. Gather Information.
4. Restate the Problem.
5. Ask for ideas for solutions and choose one together.
6. Be prepared to give follow up support.

*Physical interaction is used only to protect the safety of children or staff or to provide the least restrictive guidance necessary in a given situation.*

## **TAKE-A-BREAK CHILD CARE CENTER INFANT/WADDLERS/TODDLERS INFORMATION SHEET**

### **ITEMS NEEDED FOR CHILD UNDER 18 MONTHS**

- ◆ Extra Clothing
- ◆ Diapers
- ◆ Bibs
- ◆ If you are bringing in bottles (formula), they must be made in advance and labeled with the date and the child's name (*licensing requirement*)
- ◆ If you are bringing in food/cereal, it must be labeled with the child's name and the date.
- ◆ Outside Wear (Weather Permitting) - *Required for child to go outside*

## **ITEMS NEEDED FOR CHILD 19 - 29 MONTHS (Can I combine this with above)**

- ◆ Extra Clothing
- ◆ Diapers
- ◆ Bibs
- ◆ If you are bringing in bottles (formula), they must be made in advance and labeled with the date and the child's name (*licensing requirement*)
- ◆ If you are bringing in food/cereal, it must be labeled with the child's name and the date.
- ◆ Outside Wear (Weather Permitting) - *Required for child to go outside*

**NOTE: If you would like to purchase extra diapers & wipes and leave them at the center, PLEASE LABEL with child's name. Extra changes of clothes may be left at the center—place in child's cubby.**

## **INFANT/WADDLER/TODDLER DAILY SCHEDULE**

8:00 – 9:00	Welcome – Arrival/Free Choice Time/Diapers/Breakfast
9:00 – 9:10	Greeting Time
9:10 – 9:20	Large Group
9:20 – 9:45	Handwashing/Clean-Up/Snack
9:45 – 10:00	Small Group Time
10:00 – 10:30	Outside/Hallway Time
10:30 – 11:00	Free Choice/Diapers
11:00 – 11:10	Clean Up/Handwashing
11:10 – 11:35	Lunch
11:35 – 11:45	Brushing Teeth
11:45 – 2:00	Rest Time
2:00 – 2:20	Diaper Change/Bathroom/Handwashing
2:20 – 2:40	PM Snack
2:40 – 2:50	Large Group
2:50 – 3:30	Work Time/Clean Up
3:30 – 4:20	Outside Time
4:20 – 4:30	Wash Hands/Diapers/Bathroom
4:30 – 5:00	Dinner
5:00 – 6:00	Table Activities (Merge if Numbers low)

*Schedules are likely to change, as infants are on demand feeders and sleepers. The center maintains scheduled diaper and bathroom opportunities, however children are allowed to go to the bathroom and diapers are changed as needed.*

## **ITEMS NEEDED FOR CHILD OVER 30 MONTHS**

- ◆ Extra Clothing
- ◆ If potty training, training pants
- ◆ Bibs
- ◆ Outside Wear (Weather Permitting) - *Required for child to go outside*
- ◆ If attending school, what they will need for school on that day

Play time is fun. If you wish for your child to have mosquito or sun screen, please fill out the



medication permission slip and supply items needed.

### **Preschool Room Daily Schedule**

8:30 – 8:50	Bathroom/Clean-Up
8:50 – 9:00	Greeting Time/Message Board
9:00 – 9:10	Large Group Time
9:10 - 9:25	Small Group Time
9:25 – 9:45	Wash Hands/Snack Time
9:45 – 9:55	Planning Time
9:55 -10:40	Work Time
10:40 – 10:50	Clean-Up Time
10:50 - 11:00	Recall Time
11:00 - 11:30	Outside Time
11:30 - 11:35	Bathroom/Wash Hands
11:35 - 12:00	Lunch
12:00 - 12:20	Bathroom/Brush Teeth
12:20 – 12:30	Quiet Reading Time
12:30 – 2:00	Rest Time
2:00 - 2:15	Wake Up/Wash Hands
2:15 - 2:30	Snack Time
2:30 – 2:35	Planning Time
2:35 – 3:20	Work Time
3:20 – 3:30	Clean Up
3:30 – 3:35	Recall
3:35 – 4:15	Outside Time
4:15 – 4:30	Bathroom/Wash Hands
4:30 – 5:00	Dinner

### **Daily Activities Are Designed To:**

- ◆ Recognize the beauty, value, and contribution of each child.
- ◆ Foster high self-esteem and positive self-concept in children.
- ◆ Teach children about their own culture.
- ◆ Introduce children to other cultures.
- ◆ Provide children with a positive experience, exploring similarities and differences.
- ◆ Encourage children to respect other cultures.
- ◆ Help children to be a group member.
- ◆ Talk about racism and current events regularly with children.
- ◆ Help children live happily, cooperatively in a diverse world.
- ◆ Help children notice and do something about unfair behavior and events.

This information is provided to you so that we may serve your child or children.  
Your cooperation assures compliance with licensing rules.

*Thank you for your Support & Cooperation !!*

# **Take-A-Break Child Care Center Contract Provisions**

## **Provisions Regarding Activities, Resting , Naps**

1. The center provides a program of daily activities that offer opportunities for physical, social, emotional, and intellectual developmental growth.
2. The center permits parents/guardian to visit the program, at any time.
3. Any child who is in care 5 or more hours, is provided with daily outdoor play, unless prevented by weather conditions.
4. The center provides an opportunity to rest for children 3 years and under regardless of the number of hours in care.
5. All children 5 years and younger will be given an opportunity to nap or rest for a minimum of 30 minutes.

## **Provisions Regarding Diapering and Toilet Training**

1. Parents/guardian shall provide disposable diapers each day.
2. Diapering shall be done in a designated diapering area.
3. Diapering area and all supplies and equipment shall be maintained in a safe and sanitary manner.
4. The caregiver shall thoroughly wash hands after each diapering, and after cleaning up bodily fluids, using soap and running water.
5. A washcloth or towel, or both used in diapering shall not be used on another part of the body for other purposes until laundered.
6. Toilet training shall be planned between the child's parent and primary caregiver and shall include washing the child's hands after each use.
7. The caregiver shall change diapers when wet or soiled.
8. The parent of a toilet training child shall provide two (2) sets of extra clothing including pull ups/underwear.

## **Provisions Regarding, Formula, Milk and Baby Food**

1. Food items requiring refrigeration will be dated and refrigerated until used.
2. Bottles will be used for a single feeding only.
3. Formula/milk left in bottles at the end of a feeding will be discarded.

4. The bottle will be rinsed and returned to parent/guardian.
5. Any bottles with formula/milk left at the Center over night will be discarded.

#### **Parents of the Take-A-Break Child Care Center Agree to Provide:**

1. Bottled formula *for infants*, labeled with your child's first and last name and the date formula/milk was put into bottles.
2. Enough baby food or formula/bottles for the entire time care is needed.
  - ◆ If there is not enough food/formula provided, the parent will be contacted to either bring more formula to the center or the child will need to be picked up.
3. Nutritious baby food.

#### **Other Provisions Provided By: Parents**

1. It is the parents/guardian responsibility to provide changes of address and phone numbers, including emergency numbers or to add/delete any person allowed to pick your child up from the center.
2. Provide any documents to complete/update your child's file, such as physical documents and immunizations.
3. Your child must have appropriate outdoor wear. They go outside daily, weather permitting.
4. Sign in and out your child(ren) daily with the following guidelines:
  - a. Each child should be signed in using the "sign-in" sheet
  - b. Each child should be brought to their caregiver.
  - c. Each child should be signed out with your signature on the "sign-in" sheet.

### **Parent's Rights**

The Board of Directors of the Family Enrichment Center and its administration believe that parents and/or guardians have the right to enter Take-A-Break Child Care Center to observe their child's activities without advance notice any time their child is in attendance.

Take-A-Break Child Care Center would deny access to a parent/guardian under the following circumstances:

1. The parent/guardian is behaving in a way which poses a risk to children in the facility.
2. The adult is a non-custodial parent and Take-A-Break has been requested in writing by the custodial parent to not permit access to the non-custodial parent.
3. The center has a court order denying parental contact.
4. The adult is the parent of a child in foster care and Take-A-Break does not have a letter in writing from the court or the supervising agency allowing access.

## **Parents/Driver Under the Influence**

If at any time the center suspects a parent or guardian who is picking up a child is intoxicated or under the influence of any drug, the Center's staff will attempt to discourage the parent from taking the child. If this does not work and the parent leaves with the child, the police will immediately be called with our suspicion that a child left our facility with an intoxicated driver. When in doubt, the center will always act in the best interest of the child's safety.

### **Special Note**

Take-A-Break Child Care Center recognizes that each child has a unique combination of emotional, behavioral, cognitive and social skills, and capacities. When working with children, the unique needs of each child will always be considered.

### **TAKE A BREAK...DON'T SHAKE TIPS FOR CALMING A CRYING BABY:**

- ◆ Check child's basic needs (diaper, feeding, rest)
- ◆ Feed slowly and burp often
- ◆ Check to see if baby is too hot or too cold
- ◆ Rock the baby or sway side to side while they are lying on your chest or in a carrier
- ◆ Give the baby a pacifier or let the baby nurse
- ◆ Play soft music, sing, or hum
- ◆ Take the baby for a ride in a stroller or in the car (after placing safely in car safety seat)
- ◆ Put baby in a baby swing or vibrating bouncing seat
- ◆ While sitting, lay baby face down across your knees and gently pat or rub their back
- ◆ Place baby in their crib for a few minutes; they may calm down on their own

### **IF NOTHING SEEMS TO WORK:**

- ◆ Place baby in a safe place like a crib or playpen, on their back or side, in a darkened room, and let your baby cry alone for a few minutes while you take a time out
- ◆ Take a deep breath and count to ten
- ◆ Call a friend for emotional support
- ◆ Call your pediatrician; there may be a medical reason why your child is crying

**TAKE A BREAK...DON'T SHAKE**

**Take-A-Break Child Care Center**  
**415 S. 28th Street**  
**Battle Creek, MI 49015**  
**269-660-0449**

**United Way of the Battle Creek  
and Kalamazoo Region**

[uwbckr.org](http://uwbckr.org)

