



## **PARENT HANDBOOK**

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## PHILOSOPHY

### Battle Creek Christian Early Learning Center

- Is designed to meet the developmental needs of infants, toddlers, young children and school age children.
- Provides a safe, healthy, Christian environment
- Provides experiences that enrich and enhance each child's cognitive, language, social, emotional, physical, creative and spiritual development.
- Uses Christian principles to guide our daily activities.
- Staff serve as positive role models and provide care that is supportive, warm, nurturing and responsive to each child's individual needs.
- Respects families as the primary and most important providers of care and nurturing. We believe parents and caregivers are partners in children's care and education.

## PROGRAMS

**Infant/Toddler:** For children ages birth through 2 years. This program offers a loving and caring atmosphere. They will be provided with an environment that will promote physical, mental, social, and emotional growth.

**Preschool:** For children ages 3-5. Full day and part day available; Great Start Readiness Program (GSRP). Choose from year round program or September-May. All preschool programs include bible lessons, literacy, early math and science, social and cognitive experiences. High Scope Curriculum is implemented.

**Before and After School:** Offers supervised care for children kindergarten through 12 years old with games, crafts, homework help and free choice play. Busing is available to and from Harper Creek and Pennfield Schools.

**Summer School-Age Program:** Designed for children kindergarten to 12 years old. Each week includes a fun theme, Bible time, sports, and field trips.

## **ADMISSION**

Enrollment is open to any child from birth through twelve years of age as space allows. Equal treatment and service will be available to each child with out regard to race, gender, national origin or religion. We reserve the right to give priority to current BCCELC families first.

The following items need to be turned in before your child attends the center:

- Completed Child Information Record
- Health Appraisal Form with up-to-date immunizations (infants, toddlers and preschool only)
- Signed statement of good health and up-to-date immunizations (school age only)
- Signed consent form for taking walks in surroundings area
- Infant food sign-off (if applicable)
- Photograph release
- Signed contract
- Registration Form with \$45.00 non-refundable registration fee
- Deposit equal to one week's tuition. This applies for spot holding only.
- GSRP must complete Birth to Five Services application, birth certificate, income verification and be accepted into program.

## **HEALTH RECORD & IMMUNIZATIONS**

A physical, signed by a licensed physician, is required within 30 days of initial attendance for infants/toddlers and preschoolers. For infants/toddlers it must be performed within the preceding 3 months and updated yearly. For preschoolers it may be based on a checkup dating back twelve months and must be updated every two years.

Upon initial attendance and annually thereafter (more frequent with infants) a copy of up-to-date immunizations is required as specified by the Department of Community Health.

Upon enrollment and annually thereafter, school age children, need a signed statement that they are in good health, with activity restrictions noted, and that their immunizations are up-to-date and on file with their respective school.

## **CONFIDENTIALITY**

Child health/medical records, income eligibility and other identifying information is kept confidential. Please be assured that information you share with the teacher will be kept in the strictest confidence. Occasionally, information such as allergies, IEP goals, behavior plans, demographics, etc. may need to be shared with individuals working with the child.

## SCHEDULE OF OPERATIONS

Battle Creek Christian Early Learning Center is open Monday through Friday from 6:30am-6:00pm.

We are open year round, with the exception of the following:

- New Years Day
- Good Friday
- Memorial Day
- Fourth of July
- Labor Day
- Thanksgiving and the Friday after
- Christmas Eve
- Christmas Day
- New Years Eve

We are open Christmas break and Spring Break. Children attending only preschool September-May will have scheduled breaks. A schedule will be available upon the start of the school year.

We reserve the right to close at other times but will give advance notice for unstated closures.

**Should a holiday fall on your child's regular scheduled day you will be billed for fifty (50) percent of the daily rate.**

## EMERGENCY CLOSINGS

The administration reserves the right to cancel preschool or close the center for administrative reasons, such as building repair or hazardous weather conditions. In such an event, parents will be notified in advance, whenever possible. Emergency closings due to weather will be announced on the center's Facebook page, WWMT Channel 3 and email, if possible. The center may have a 2 hour delay depending on the severity of the weather. When there is a 2 hour delay, there will be no morning preschool class.

You will NOT be billed when the center closes for circumstances beyond our control (i.e. weather or building problems).

## TUITION

Registration Fee.....\$45.00 (non-refundable)  
Deposit.....Weekly tuition total (non-refundable; applied to first week's tuition).

### **Rates:**

**Infant (Birth-12 months)**.....\$192.50/week (\$38.50/day)

**Toddler (12 months-3 years)**.....\$180/week (\$36/day)

### **Preschool age (3-5 years)**

- Full Day (more than 5 hours).....\$165/week (\$33/day)
- Part Day (less than 5 hours).....\$17.50/day

### **Extra Days**

- Full Day \$40
- Part Day \$20

### **School age (Kindergarten-13 years) & GSRP**

- Before school .....\$4.50
- After School .....\$8.50
- Before & After School Weekly Rate.....\$60.00
- Full Day (more than 5 hours).....\$25.00
- Part Day (less than 5 hours)..... \$17.50

### **As Needed Rates for School Age & GSRP**

- Before school.....\$8.50
- After school.....\$12.00
- Full day.....\$30.00
- Part day.....\$20.00

**Morning Preschool & GSRP:**  
*Do not drop off any earlier than 7:50. Also make sure your child is picked up promptly at 11:00 (morning preschool) or 3:30 (GSRP). Late charges may apply if picked up late.*

A family discount is available to those families who have 2 or more children enrolled full time (5 full days per week). The discount is as follows: 15% for second child and each child thereafter. The discount is taken off oldest child(ren).

Field trips may include additional fees. The prices vary and are charged to your account. Some fees are collected in advance.

**Should a holiday fall on your child's regular scheduled day you will be billed at fifty (50) percent of the daily rate.**

### DHS Childcare Assistance Accepted

- Parents are responsible for filing paper work
- Child cannot start attending until the following: Parent or guardian is responsible for bill until BCCELC starts receiving payments from DHS; Child is in DHS system under BCCELC; Parent obtains letter from case worker stating that they have been granted DHS child care assistance and that their child will be put into the system.
- Parents are responsible for paying all "fees" including registration, deposit, field trips and late pick-up fees.
- Parents are responsible for any remaining balance DHS does not cover.

## **PAYMENT**

Statements are sent out weekly via email. Payment is expected by the end of each week. We do understand some families are paid bi-weekly, so we will accept bi-weekly payments with prearrangement. We accept the following forms of payment:

- check (made payable to BCCELC)
- cash (put in envelope with your child's name)
- money order
- credit/debit card (may set up a reoccurring payment)

**A \$25 charge will be added to bills with nonpayment after 30 days.** Failure to pay bill could result in your child being removed from the center.

## **DROPPING OFF AND PICKING UP YOUR CHILD**

For the safety and security of our students, we ask that all parents come into the center and sign their child(ren) in and out each day. Children will be released only to the parent or authorized person(s) designated on the Child Information Record unless we are given advance notice of any changes. Identification may be requested before a child is released.

Children attending morning preschool only or GSRP should be dropped off no earlier than 7:50. Children are expected to be picked-up promptly after class (morning preschool at 11:00; GSRP at 3:30). Early drop-offs and late pick-ups are subject to charges.

**IMPORTANT: The center closes at 6:00 PM. A late fee of \$1.00 per minute will be charged for leaving your child past 6:00 PM. This fee will be added to your bill.**

## **BUILDING SECURITY**

The building will be locked at all times during operation. Families will be issued one key fob with registration that will be used to gain access to the building through the front doors during hours of operation. Additional key fobs may be purchased for \$10 each. There is a doorbell at both the main entrance and south end entrance for those needing to gain access to the building and do not have a key fob. We understand that this may be inconvenient and we ask for your patience and understanding as we continue with our intent to prioritize your child's safety and well being.

## **ABSENCES/VACATIONS**

If at any time a child is going to be absent, the center should be notified in advance or as soon as possible. Fees and tuition are figured on a flat rate basis, and are not adjusted due to absences (i.e.; sickness or no show). Rate policy for absence due to long-term illness will be reviewed on a per case basis.

### **VACATIONS**

All non-school age children will be eligible for vacation days throughout the calendar year (January-December). We offer two weeks (10 days) to children who are enrolled Monday through Friday. The amount of days will be prorated for children who attend a lesser amount of days per week. For example, if your child attends three days per week then they will be eligible for a total of 6 days for the year. The days may be taken all at once or broken up into lesser increments.

School age children enrolled for the school year will not be eligible for vacation time, however, they will not be billed for winter and spring break, if they are not attending. School age children enrolled for the summer will not be eligible for vacation time, however, we will have a registration form where you will only be signing up for the weeks you need in advance (by June 1). You may add days/weeks if space allows, however, cancellations will still result in regular charges.

## **WITHDRAWALS**

### **VOLUNTARY**

A written two week notice is to be given when withdrawing from the center. Your bill must be paid in full on your last day to avoid late fees. The registration fee is charged each time a child's enrollment is terminated and then reinstated.

### **INVOLUNTARY**

We reserve the right to dismiss a child from our center:

- When staff and program cannot meet a child's developmental needs
- When the behavior of a child is extremely disruptive or harmful to others
- When physicals and immunizations are not current
- When a child has not been in attendance 30 days or more
- When parents are more than 4 weeks behind in their payments

Every effort will be made to help both parents and children to remain in the center.

**When being dismissed payment must be made within one week to avoid late fees.**



## **ILLNESS**

In our attempt to keep our children in a healthy childcare and preschool environment please adhere to the following illness policies. If all families follow these guidelines, we will be better able to keep all the children and staff healthier, and should reduce contagious illnesses.

### **GUIDELINES FOR EXCLUDING SICK CHILDREN**

- A temperature of 101 degrees or higher (100 if taken under the arm)
- Diarrhea (after two times of diarrhea within a two hour period)
- Vomiting (after one time of vomiting)
- A rash of unknown causes
- Eye discharge with the white of the eye pink or red in color
- Head Lice

### **WHEN CAN A CHILD RETURN**

Usually a child can return to group care when:

- The child's temperature has returned to normal for 24 hours without medication to reduce the fever.
- The child has been diagnosed as having a bacterial infection and has been on medication for 24 hours.
- It has been 12 hours since the last episode of diarrhea.
- It has been 24 hours since the last episode of vomiting.
- The nasal discharge is not thick, yellow or green.
- Eyes are no longer discharging, or the condition has been treated with an antibiotic for 24 hours or one full day's dose of drops.
- The rash subsides or the physician has determined the rash is not contagious. For some rashes and viruses you can cover them completely and your child may be able to return. Please consult with the director for this exception. A doctor note is required to be able to return to the center.
- Hair is completely nit and bug free. Your child's hair will be checked their first day back before being allowed to stay at the center.

If your child becomes ill while at BCCELC, you will be called to take your child home. We strongly suggest that you have an alternate plan to cover these situations. Please notify us if your child contracts something contagious so that we may notify other parents that the illness is present. We must also report communicable diseases to the health department each week.

## MEDICATION

If your child requires medication while at the center, the following criteria must be met:

- The parent must supply any medication the child receives.
- Parent's must complete and sign the Medication Administration Form.
- Prescription medication must be in the original container with a pharmacy label that contains the child's name, dosage amount and administration times.
- Non-prescription medication must be in original container labeled with child's name. The medication will not be administered after the expiration date on the bottle. Non-prescription medication shall be administered in accordance with the product label directions on the container. Medication that states "consult your doctor" needs to have a note from the doctor stating the dosage before medication can be administered.
- Because medications poses an extra burden on staff and having medication in the facility is a safety hazard, parents/guardians should check with the child's health care provider to see if a dose schedule can be arranged that does not involve the hours the child is in care by this center. You may want to suggest to the pharmacist to divide medications into two bottles, one for home and one for the center.
- Parents/guardians may come to administer medication to their own child during the day.
- If liquid oral medication is to be administered at the center, the parent/guardian must provide the administration device with clearly marked measurements.
- All medication containers and dispensers will be stored out of reach of children.
- When no longer needed by the child or expired, all medications should be returned to the child's parent/guardian or disposed of after an attempt to reach parent/guardian.
- The instructions from the child's parent/guardian shall not conflict with the label directions as prescribed by the child's health care provider or product label directions on the container.
- Staff will keep a records of time and date medication is given or applied and by whom.

Medication permission forms are three different colors.

- Red is for emergency only meds, i.e. EPI pen. Those medication forms are good for one year.
- Orange is for all topical medication, i.e. diaper cream. Those medication forms are good for up to one year.
- Light blue are for all other oral medication, i.e. Tylenol, Advil, Motrin. Those medication forms are good for only 14 days. You will need to fill a new one out every two weeks if the medication is an ongoing medication.

## **PARENT COMMUNICATION**

Parents are always encouraged to express questions or concerns to their child's teacher or the director. Each room has its own email. Should you have an Apple phone or tablet you may text the room as well (using the email addresses below). The following is a list of email addresses:

frogroom@bcchristian.org  
turtleroom@bcchristian.org  
bumblebeeroom@bcchristian.org  
monkeyroom@bcchristian.org  
owlroom@bcchristian.org  
koalaroom@bcchristian.org  
pandaroom@bcchristian.org  
bearroom@bcchristian.org  
cheetahroom@bcchristian.org  
girafferoom@bcchristian.org  
tigerroom@bcchristian.org  
zebraroom@bcchristian.org

Information from both the teacher and director to you as the parent will take place in the following manner:

- Newsletters
- Classroom notices
- Parent bulletin board/white board
- Brightwheel app (Infants & Toddlers will get reports daily)
- Email
- Ongoing informal interaction with staff
- Conferences

Conferences for all age groups are held twice a year, once in fall and once in the spring. You are welcome to contact your child's teacher to schedule conferences as needed. We welcome your feedback and input at anytime, and encourage you to inform us of suggestions, concerns or questions.

## **PARENT INVOLVEMENT**

Parents are welcome visitors at all times and should be encouraged to participate with their child's activities. When parents are in the room as a helper, it is the teacher's responsibility to direct the parent's work. Parents and volunteers are never to be left alone with a group of children or any child who is not their own. All volunteers must adhere to our screening policy.

## **GRIEVANCE PROCEDURE**

- 1 The family talks directly with the person involved in an effort to resolve the issue informally.
- 2 If the complaint has not been resolved, the family may contact the Director to assist in resolving the grievance.
- 3 If you are still dissatisfied, you may file a written complaint to Battle Creek Christian Early Learning Center Board.
- 4 Appropriate administrative action will be taken with all valid complaints. The board will render a decision in a timely manner after receiving the appeal.

## DAILY SCHEDULE FOR INFANTS & TODDLERS

### **Infants (birth to 12 months):**

Battle Creek Christian Early Learning Center seeks to fulfill the physical, emotional, and intellectual needs of your child. The ratio of staff is 1 to 3 in order to allow for more interaction and consistent care giving. Our staff help your child experience the world through developing a new set of skills (sitting, crawling, standing, and walking) as well as expanding their language skills and independence. Each child will form a deep and lasting attachment to the people who care for him/her in a program that is structured to meet his/her needs.

#### **\* Fine Motor Development**

Grasping, Turning, Tracking, Cause & Effect, Pounding, Throwing

#### **\* Gross Motor Development**

Reaching, Pushing, Pulling, Crawling, Cruising, Rolling, Climbing

#### **\* Language Development**

Face to face talking, Sound Mimicry, Listening, Looking

#### **\* Sensory Activities**

Touching, Feely Books, Textures

#### **\* Music Activities**

Moving to Rhythms, Listening to Music, Singing, Dancing

#### **\* Outside Time**

Balls, Push/Pull Toys, Strollers, Infant Swings

Children will eat and sleep on a demand basis and as specified within each infant's daily plan. Diaper changes are as needed or at least every two hours. Daily records of your child's day will be provided to the parents throughout the day via the Brightwheel app, which may be accessed on your mobile device, tablet or desktop computer.

### **What you should supply for your child:**

ALL ITEMS CLEARLY LABELED WITH FIRST AND LAST NAME

- 1 receiving type blanket-will not be left in crib with child per licensing
- 1 sleep sack
- weekly supply of diapers, wipes, creams (labeled plus a medication form for all creams and ointments)
- at least 5 changes of clothing
- daily supply of prepared formula or breast milk bottles with child's name and date the bottle was prepared
- daily supply of baby food (spoons and sippy cups provided)
- pacifier (with a fastener if possible)
- appropriate clothing for outdoor stroller rides in all seasons
- photo of family

### **Toddlers (12 months to 36 months):**

Once a child has become more vocal and more mobile, the teacher's job becomes more active. Even though time is still set aside to hug and rock, most toddlers are ready to get up and go. Since toddlers learn through play and hands-on exploration of their space and materials, it is important that a quality toddler program focus on repetition and self help skills. Children will be able to refine their hand-eye coordination and motor development as their natural curiosity about their world emerges in a safe, independent, and age appropriate room. Communication is more than just words, and the careful observer will know how often to help and how often to sit back and clap when a new skill is mastered.

#### **\* Fine Motor Development**

Puzzles, Table Toys, Small Blocks, Lacing

#### **\* Gross Motor Development**

Climbing, Two-handed throwing, Balls, Balancing

#### **\* Language Development**

Talking, Reading books, songs, finger plays

#### **\* Art and Nature Activities**

Painting, coloring, collecting leaves, sand & water play

#### **\* Music Activities**

Singing, Moving to Rhythms, Using Instruments, Dancing

#### **\* Outside Time**

Balls, Trikes, Climbing, Running, Wagons, Swings

Diaper changes are as needed (at least every 2 hours). Breakfast, morning snack, lunch and after snack are provided. Some children under 18 months may still need to eat and sleep on demand. The ratio of this age group is 1:4, however, is run at 1:3 when possible.

### **What you should supply for your child:**

ALL ITEMS CLEARLY LABELED WITH FIRST AND LAST NAME

- 1 blanket, 1 favorite stuffed animal
- weekly supply of diapers, wipes, creams (labeled plus medication form for all creams and ointments)
- toilet training supplies (please let staff know about progress at home so we can assist you and your child while at the center). Toilet Learning Procedure available in classroom.
- 5 changes of clothing (extra underwear for toilet training)
- pacifier (with fastener if possible)
- appropriate clothing for daily outside time in all seasons
- photo of family

## Toddler Daily Schedule Sample

6:30-8:00	Arrivals; Free choice (clean up 7:45)
8:00-8:30	Hand washing followed by breakfast
8:30-9:00	Clean up; toilet use/diapers; prepare for outside
9:00-9:30	Outside/Gym
9:30-9:50	Hand washing followed by snack
9:50-10:05	Large Group Activity
10:05-10:30	Small Group Activity
10:30-11:00	Choice Time
11:00-11:15	Bible Lesson
11:15-11:30	Diapers/toilet use; Hand washing
11:30-12:00	Lunch <ul style="list-style-type: none"><li>• Children may leave table when finished and clean-up, toilet use/diapering, get ready for rest time</li><li>• Listen soft music or recorded stories</li></ul>
12:00-2:30	Rest Time <ul style="list-style-type: none"><li>• Non-nappers/early risers may do quiet teacher directed activities</li><li>• diapers/toilet use as they wake up</li></ul>
2:30-2:50	Hand washing followed by Snack
2:50-3:30	Outside/Gym
3:30-3:45	Diapers/toilet use
3:45-4:15	Small Group Activity
4:15-6:00	Choice Time; prepare for home; diapers/toilet use; teacher directed activity <ul style="list-style-type: none"><li>• Teacher directed activities include: sensory activities; arts &amp; crafts; early math; early science; early literacy</li><li>• Toilet use/diapering will be done throughout the day at additional times as needed</li></ul>

\*All times and events are approximate and flexible according to the children's needs.

## PROMOTING INFANT & TODDLERS

Our goal is to move children as they are developmentally and socially ready. The following is a basic guideline for moving infants (turtles) to the young toddler room (bumblebees). These guidelines are dependent on each child's individual development and the availability of space in the classroom.

When promoting infants (Turtles) to young toddlers (Bumblebees) we expect children at approximately the age of 12-14 months to be able to:

- walk unassisted
- hold a cup of milk/formula and try to use a spoon-No bottles during the day
- be on table food

As we see children are developmentally ready for these transitions, we will discuss these factors with each family and use the following schedule to ensure a smooth transition process for both you and your child.

### Week #1

Monday Spend 2 hours in the morning in new room

Tuesday Spend 2 hours in the morning in new room

Wednesday Spend 2 hours in the afternoon in new room

Thursday Spend 2 hours in the morning in new room

Friday Spend 2 hours in the afternoon in new room

### Week #2

Monday Spend morning and lunch in new room

Tuesday Drop off in new room, spend morning and lunch in new room, go in for nap with old room, spend the rest of day in old room

Wednesday Drop off in new room, spend morning, lunch and nap in new room

Thursday Spend lunch, nap, and afternoon in new room, pick-up in new room

Friday Drop off in new room; spend the whole day in new room, pick-up in new room

\*\*This schedule may vary depending on child's schedule at the center.

## PRESCHOOL

(GSRP families see GSRP CISD Family Handbook)

The morning schedule in an early learning center incorporates consistency with variety. Children function best in a predictable environment, yet they also need the challenge that change provides. The preschool classes follow a schedule that includes, but is not limited to:

- Work time with choices of activities
- group time (small and large)
- snack time
- outdoor play

The afternoon schedule (for children here all day) will include lunch and rest time as well as continuations of the above activities.

### **Work Time:**

During the work time of the day, children choose the activities that are of interest to them. Centers such as blocks, dramatic play, books, music, science and discovery, and art activities, are available to the children and are located in appropriate locations throughout their rooms. During this time, the children are encouraged to move freely from one activity to another. The teacher uses this time to direct the art activity or cooking experience and relate on a one-to-one basis with the children. As the teacher observes and records individual children during play she/he may suggest ideas to stretch creative play.

### **Small and Large Group Times:**

Group time is a shared experience. The children learn to interact with one another and wait their turn to talk. They begin to value the ideas and contributions of their friends as well as learn from the stories, poems, games, and other activities planned by the teacher.

The length of group time depends on the age of the children and their maturity. Young children have a short attention span. As they get older this increases. Each child will have a different level of interest and the teacher will have to plan activities, stories, finger plays, and other activities to provide variety and interest. A theme for group time may be followed, with flexibility to include the interest of the children on a particular morning. For instance, if the theme for the week centers around shapes and a child brings in a moth and empty cocoon, the alert teacher will gather the resources about cocoons and moths and plan the morning session to include this magnificent discovery. Planning is very important, but equally important is being sensitive to the children and adapting to their needs and interests.

### **Outside Play:**

An important part of the morning includes outside play. Unless it is very cold or raining, a considerable block of outside play is healthy and desirable. Running, climbing, peddling, and throwing and catching balls help to develop large muscles and coordination skills that are essential to healthy growth and development. Appropriate shoes need to be worn at all times when playing outside, tennis shoes or sneakers are best. Appropriate clothing for the different seasons is needed and will be provided in a parent newsletter each season. Children will go to the gym if the weather prohibits outside play.



**Lunch and Rest Time:**

For children who are in our all day program, lunch and rest time are essential components of the day. Our lunchtime is unhurried and well supervised. Children will learn valuable self-help skills as well as simple table manners. After a good lunch, children prepare for a quiet time of relaxation on their own cot, with blanket, pillow, and perhaps a stuffed animal from home. The room is quiet and calm with a feeling of security and love. The busyness and hurry give way to quiet and calm and much-needed rest. In order for children to fall asleep they need to feel secure and safe. This may take several days for a new child. Trust of the teacher and the new environment must be built.

Children should be allowed to wake up unhurried. They may need assistance putting on and tying shoes. Snacks may be set up for the children to help themselves. Choosing activities after the snack will be at the child's own pace. If group activities are planned, they may be engaged in after everyone is ready. Rush and hurry are inappropriate. Children always need time for transitions, especially after a nap.

**Late Afternoon:**

The afternoon schedule will include outside play, if weather permits. Children need plenty of time to run and play. Other activities may include stories, a continuation of morning projects, child-selected activities from the centers set up, and special table or floor toys.

**Field Trips:**

Safety is always our first priority and we follow all licensing requirements. Several field trips are planned throughout the year as a regular part of the of the classroom curriculum. Each trip will be posted on the monthly calendar and a note about the activity will be posted and sent home several school days in advance of the activity. Parents are encouraged to join us on these trips. The costs of field trips vary and are in addition to your child's tuition.

**Rest Room Policy:**

Children are allowed to use the restroom throughout the day. Of course there are emergencies when a child cannot wait (illness, etc...) We do not wish to cause any child to wet his/her pants and certainly do not want them to remain in wet clothes should they have an accident. (However, we do wish to discourage them from getting up and down during rest time for the purpose of delaying nap.) In the event a child does have an accident, we will attempt to change his/her clothing. If the child does not have a change of clothing here, we will try to use some of the center's clothing, and the parent will be notified.

Our clothing supply is quite limited. Please help us by doing the following:

1. keep one or two changes of clothes in your child's cubby.
2. if your child goes home in clothes from BCCELC, please wash and return ASAP.
3. if you have extra clothing that your child has outgrown, please consider donating it to BCCELC.

## **Preschool Daily Schedule Sample**

6:30-8:00	(Breakfast 7:30-8) Arrivals; Sign-in; Free Choice; Breakfast
8:00-8:30	Message Board/Bible
8:30-9:45	Plan-Do-Review (clean-up at 9:30)
9:45-10:00	Snack
10:00-10:15	Large Group
10:15-10:45	Small Group
10:45-11:30	Outside play (Gym on bad weather days)
11:30-12:15	Lunch • Children may leave table when finished and clean-up; go to bathroom; get ready for rest time; read books
12:15-2:15	Rest Time • Non-nappers/early risers may do quiet teacher directed activities
2:15-2:30	Snack
2:30-3:30	Plan-Do-Review (clean-up at 3:20)
3:30-4:45	Outside Play (Gym on bad weather)
4:45-6	Prepare for home; Free choice

\*All times and events are approximate and flexible according to the children's needs.

**SCHOOL-AGE**  
(Kindergarten-12 years)

**What to expect in the classroom:**

1. A variety of learning materials including books, toys, blocks, games, manipulatives, art and writing supplies.
2. Children moving freely from area to area with frequent shifts of activity.
3. Children participating in individual, small group, and whole group learning experiences.
4. Children partaking in numerous hands-on activities involving the five senses.
5. Some messy activities.
6. Children talking together, sometimes all at once, sometimes interrupting.
7. Children occasionally expressing strong emotions.
8. A predictable environment in which routines and expectations are defined.
9. Children are encouraged to do as much for themselves and each other as possible with assistance given only when truly needed.
10. Children's work displayed and appreciated.

**What not to expect:**

1. Silent classrooms
2. Children sitting at desks or assigned seats for extended periods of time.
3. All children doing the same thing all the time.
4. Adults directing all of the choices all the time.
5. The teacher only using one instructional approach.
6. Children automatically knowing how to share, take turns, or wait.
7. All children exhibiting the same abilities, knowledge and skills at the same time.
8. Immediate compliance by children.

**Field trips:**

Safety is always our first priority and we follow all licensing requirements. During the school year, field trips are limited to the days that the children are not attending the public school. Field trips are an important part of our summer program and are scheduled as much as possible. Teachers and children are apart of field trip planning and we include both recreational and educational activities. The cost of field trips vary are in addition to your child's tuition. Field trips will be posted and information sent out as soon as possible.

**School Age (School Year) Daily Schedule Sample**

6:30-8:00	Morning drop off before school <ul style="list-style-type: none"><li>• Greetings</li><li>• Breakfast is provided, however, they may bring breakfast from home</li><li>• Children may wish to rest</li><li>• Quiet activities (cards, board games, puzzles, reading, listening to music with headphones, tablets, game systems)</li></ul>
4:00-4:30	Arrival after school <ul style="list-style-type: none"><li>• Put belongings in cubbie</li><li>• Wash hands and use bathroom if needed</li><li>• Snack provided</li></ul>
4:30-6:00	Outdoor play, gym time, indoor room actives and parent pick-up

\*All times and events are approximate and flexible according to the children's needs.

## **SEPARATION POLICY**

Fear of separation between parents and children is a normal feeling. Our policy is to make this transition to go as smoothly as possible. To do this;

- We will acknowledge child's anxiety
- We will try to engage child with activities that the other children are doing.
- We will comfort the child if he or she is crying or visibly upset.
- We will encourage a routine with the parent and child such as a hug and a kiss for the parent.
- Once child has settled down, we will contact you and let you know how your child is doing.

## **CHILDREN WITH SPECIAL NEEDS**

Our program is committed to the principle of inclusion. An environment will be created in which children feel supported, listened to, and able to do their personal best. Children with special needs will be given activities which they are able to do. These children may require special care based on their unique needs, but will not be treated as if they are different. In most cases, there will be more things these children can do than things they cannot do. Staff and families collaborate to meet the individual needs of the child.

## **CULTURAL COMPETENCY PLAN**

Battle Creek Christian Early Learning Center recognizes and respects all children's home cultures. This includes but is not limited to the religion, language, race, celebrations, socio-economic status, education level of family members, child-rearing practices and family structure in each home. We will strive to learn accurate information about the cultures and diversities of our families. We encourage families to share information, skills, materials and knowledge from their home culture through the year. We have a strong commitment to handle any information about or interaction with a family with respect and confidentiality.

## **PARENT NOTIFICATION OF THE LICENSING NOTEBOOK**

All 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.
- Licensing inspection and special investigation reports from at least 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).

## **BITING POLICY**

Children sometimes bite other children. Although not all toddlers bite, biting is considered a normal stage in a child's development. Children may bite for a variety of reasons, rarely with the intent to hurt another child. The following are some reasons children bite:

Teething: Toddlers are often cutting teeth and it hurts. Chewing on something relieves the itch and stops the pain momentarily.

Sensory Exploration: Toddlers are very good at using all of their senses to learn about the world. The "oral mode", an important style of learning for infants, continues into toddlerhood. They bite everything, not just their friends.

Cause and Effect: Toddlers are eager explorers. They are constantly studying cause and effect. Biting produces a predictable response. Often, the response is dramatic; there is a lot of noise and attention from adults.

Self-Assertion: This is probably the most common reason toddlers bite. It is a way to express frustration when they do not yet have the language skills to do so.

Biting for Cause and Effect or Self-Assertion are behavior related bites.

The teachers take action to reduce the number of biting incidents by providing access to teething toys, providing numerous sensory exploration activities, providing opportunity to explore cause and effect and offering toddler's options and alternatives to reduce frustrations.

When a child is bitten, we avoid any immediate response that reinforces the biting, including negative attention. The bitten child is immediately comforted, and the area is washed and ice is applied. The teacher may cuddle and help the child calm down if they are crying. The biter is immediately removed with no show of emotion and told firmly "no biting, it is not okay to bite, biting hurts." The biter is redirected to another area of the classroom and attention is focused on the bitten child.

The bitten child and the biter are talked to on a level that they can understand. Once everyone is calm then everyone talks together about what happened and why. We work with each biting child on resolving conflict or frustration in an appropriate manner. The words are provided to the children to help them communicate if the same situation occurs again.

The teacher will fill out an "ouch report" for the bitten child and an incident report for the biter. The parents will not be told the name of the child involved in the incident due to the confidentiality law to protect the children. Each family is expected to work together with the teachers in hopes of preventing further incidents of biting. We recognize how upset parents may be when they learn their child has been bitten or has bit; however, we also recognize that biting is a normal part of toddler development but still not acceptable.

The teachers can provide resources such as articles, books, etc. to help parents at home. We will document observations of your child that will show a pattern of why they may be biting or the situation that causes the bite to happen. These observations will start as soon as the first bite or attempt happens no matter how old your child is at the time of the bite. We will also try to adapt the environment and work with parents to reduce any child stress that may cause biting.

We will work with each family to come up with a plan that works best with their child's individual needs. Below is a list of ways that we can work together in hopes of breaking your child of biting.

- Contacting outside resources to work with an individual outside our center to make observations of the biter and situations to determine the level of intervention that may or may not need to be taken.
- A 'shadow teacher' can be provided for your child at the family's expense to ensure your child is watched closely for biting and opportunities to prevent the biting.

Each incident will be dealt with on an individual basis as to what is best for all families and center.

### **TOLIET LEARNING**

We will work with each family to determine the readiness of their child for toilet training. Some of the main signs we are looking for are that your child is at least 18 months old and that they can stay dry for at least two hours at a time. There are a lot of different readiness signs but these will be the two main ones we look at when charting your child's toileting habits.

There are specific "potty times" in the classroom when all children will be asked to use the toilet. They will be changed if at any other time they are wet or soiled. We will only be asking them to use the potty 5 specific times of the day. This will allow the child to feel what it is like to need to use the potty. We understand that this may create more accidents but each child needs to know the feeling of needing to use the toilet, not that the teacher is trained to take the child to the potty. Frequent requests to use the potty will also create resistance from the child. The children want to play not use the toilet every hour. It will be more effective and we will have better cooperation with fewer requests to use the toilet instead of no cooperation and resistance from the child with frequent requests. These potty times will be: before breakfast (7:30), before lunch (11:00), before nap (12:00), after nap (2:30-3:00), and afternoon (5:00). Times may vary.

The children will have accidents. This may also be frustrating but can be developmentally normal. If we suspect that the child is wet or soiled we will request for the child to clean up themselves with the teachers help. We will try not asking if they are wet. Some children will feel ashamed and will not admit they are wet or soiled. Guilt and shame are not effective ways of helping young children learn new skills; you cannot shame a child to stop having accidents. If we all expect accidents, this will cut down on the frustration of parents and teachers when it does happen.

We would like to have real underwear with vinyl pants or pull up over the underwear (licensing requires that there be a waterproof outer covering that shall not be reused until thoroughly washed and sanitized) but if a family wants to use pull-ups we will support that as well. We just need to be consistent at home and at the center on what we use, real underwear or pull-ups. If your child arrives at the center in a pull-up we will continue to put them in a pull-up. If they come in real underwear we will continue to use

the real underwear. If at any time your child asks to be put in real underwear we will do this for the child. This sign is a big step that your child wants to take control of their toileting. We will still honor requests for your child to have a pull-up on during nap. We assume that you are still using them at bedtime and that fits with consistency of when I go to sleep I always get a pull-up. If at any time after starting to use real underwear your child is resisting or it seems like it is just not working then we can offer back the diapers and pull-ups and forget about the toilet training for a while. We need to let your child know that it is their decision and timing.

Resistance or withholding can occur during toilet training. Any child over 3 years old, healthy, and not toilet trained after several months of trying can be assumed to be resistant to the process rather than not getting trained. Because of this you may want to have your child evaluated by your pediatrician to rule out any physical problems. Resistance to having a BM can also affect how well your child can hold their urine. The most common cause of resistance is that a child has been reminded or lectured too much. They are having a power struggle. At this point you put more responsibility on your child by giving them full control; real underwear or pull-ups, when they want to use the potty (no reminders), they clean themselves, and no punishment or criticizing for accidents.

### **Toilet Learning: Ready or Not?**

Children must be both emotionally and physically ready for toilet learning. No two children (even siblings) who are treated exactly in the same way will be ready for toilet training at the same age. It is rare for a child to be successfully toilet trained before the age of 28 months.

Disadvantages of trying to train children too early:

- Training a child who isn't ready can be a waste of time and cause a lot of unresolved anger.
- A child forced to try toilet learning may experience a sense of failure and so many parents
- Creates a war of wills in which no one wins
- Stresses may cause parents to use inappropriate regimentation or force. One of the principle causes of child abuse is parental frustration over unsuccessful toilet learning
- A child's anxiety about toilet learning may sometimes lead to bed-wetting into adulthood.

If certain signs are clearly present and the child is past the "no-to-every-request" stage they are probably ready. A child's sphincter muscle must be developed before a child can master toilet learning.

Signs of readiness:

- Is aware of the "need to go" and shows facial expressions or by telling you
- Can understand and express one-word statements (wet, dry, potty, go, etc.)
- Wanting to imitate adults and be grown-up
- Can sit quietly for 4 minutes or more
- Dislikes wet or soiled diapers
- Is anxious to please you
- Able to stay dry for at least 2 hours or wakes up dry
- Able to pull elastic waist pants up and down
- Tells you that they are about to go

### Preparing your child:

- Take child to bathroom with you
- Help child to recognize the sensations of being wet, wetting now, about to wet
- Change diapers in bathroom to associate the process with the place
- Teach the words you want your child to use for bathroom function
- Help children learn the meaning of before and after
- Get a potty chair and introduce it to the child. Let child sit on it fully clothed
- Begin reading potty books (Koko Bear's New Potty by Vick Lansky)
- Let child practice lowering and raising training pants

### Dress for Success:

- Clothing that is easy to pull off and on
- Avoid buttons, zippers, snaps, belts, overalls, onesies, and tights
- Use loose fitting underpants (without diapers children are more motivated to use the toilet on their own)
- Sensations of wet or cold are immediately obvious in underpants, which is not the case in disposable diapers and pull-ups
- Buy a sample of cotton training pants and wash first before child wears them. If they are tight around the legs, they will be difficult to raise and lower

### Parents:

- Start good two-way communication before the process begins. Tell your child's caregiver before you start the toilet learning process
- Use of the same language and attitudes at home and childcare makes adjusting from one environment to another less confusing for the child
- Bring extra clothing! Children will have accidents and shouldn't be forced to wear a diaper by the end of the day
- Show an interest in your child's experiences using the potty at the center
- Children who use the toilet appropriately at the center may not at home. This is not uncommon and usually temporary
- Be prepared to back off if your child doesn't show interest within two to four weeks, or an agreed upon arrangement with your child's primary caregiver. Sometimes your child is just not ready regardless of perceived readiness
- Nighttime control comes long after daytime control. Continue to use diapers or pull-ups, and a dry child in the morning should be praised
- Nighttime control can follow daytime control by several months or several years

### Accidents Happen

Fully trained children will and often have toileting accidents. Occasional accidents are part of the toilet training process. Do not punish a child for having an accident.

### Why accidents may happen:

- May be an indicator that your child is not quite ready
- Moments of great excitement or fear
- Absorbed in play
- Bad dreams
- Illness
- Stress of any kind
- Jealousy of an infant sibling
- Fear of the toilet



## FOOD SERVICE

We participate in the Michigan Child and Adult Care Food Program (CACFP), a federal program providing financial assistance and nutritional training and provide nutritious and balanced meals following the guidelines they have established. Families that receive food stamps, DHS assistance or financially qualify by the guidelines set up by the State of MI are asked to fill out an income eligibility statement so that the center can be reimbursed through the program. Information is given to each family at the time of enrollment and they are updated annually. If your circumstances change parents are required to inform the center.

We provide breakfast, a morning snack, lunch and an afternoon snack for children who are at the center during meal hours. Please see schedule for times. Menus are planned in advanced, dated and posted on parent board. They are also sent out via email, provided we have your email address.

**Children with special dietary needs must have a form filled out by the child's physician concerning food substitutions.** The center will provide most substitutions, however, parents may be asked to bring in some alternatives.

Birthday snacks or other food donations are welcome, however, they must be store bought and not home made (Licensing Regulation).

## PERSONNEL

Battle Creek Christian Early Learning Center is a ministry of Calvary Baptist Church under the direction of the BCCELC board. The center has the following qualified staff: a director, lead teachers, assistant teachers and kitchen personnel to fulfill the general responsibilities of program planning and implementation, building and maintaining effective relationships with children and families, continuing personal and professional education, as well as, other criteria sited through licensing. A staff member trained in first aide and CPR will be on-site at all times. All employees are required to have criminal history checks completed by the Michigan State Police and Department of Human Services.

## VOLUNTEERS

We welcome and encourage anyone who wishes to volunteer in our program. Volunteers must provide the center with documentation from the Department of Human Services that he or she has not been named in a central registry case as the perpetrator of child abuse or child neglect before having unsupervised contact with a child in care. Volunteers will work under the supervision of a staff member.

## DISCIPLINE POLICY

It is our intent to view discipline as a positive learning experience. When discipline is used as a teaching opportunity there are no magic techniques that work for every problem or every child. Each child has the right to be free from corporal or unusual punishment, infliction of pain, humiliation, ridicule, coercion, threat, mental abuse, or other actions of a punitive nature. BCCELC does not allow any physical or emotional punishment. Our emphasis is on redirection and helping children develop positive methods of problem solving.

We enforce three main rules that keep BCCELC a safe place for all:

- 1 We will not let you hurt yourself.
- 2 We will not let you hurt anyone else.
- 3 We will not let you hurt our school.

We expect children to test the limits, that's how they learn. Children need permission and outlets for expressing feelings such as anger, sadness, frustration and depression. Our main goal is for the children to learn self-control and appropriate forms of self-expression. We use the following guidelines to facilitate this process and enforce our "three rules":

- Natural Consequences -- The children learn from the consequences of their behavior and choices. Understanding mistakes and accidents is a learning process. It may be appropriate to discuss what happened and why. Some situations require the adult to positively direct the child to a logical consequence. For example, wiping up spilled milk, or washing crayon marks off the table or wall. This approach helps children become more responsible for their own actions.
- Problem Solving -- Thinking of alternative solutions and the possible effects of such solutions. Through problem solving, children develop a sense of responsibility for their own actions, begin to understand others needs and strengthen their decision-making skills. Children need adult assistance to think of alternatives that will be mutually agreeable. We might ask, "How can you...? What could you do to...?" Children soon learn to generate their own solutions. Problems between two children can also be resolved by this technique, directing children to "use their words." Examples of dialogue can be demonstrated by adults... this is known as NEGOTIATION!
- Redirection -- Having an activity redirected or replaced by an acceptable substitute. When reasons are stated by an adult the child can soon learn to redirect themselves. When we redirect an activity we look at what the child is involved in doing and offer an acceptable alternative. If two children fighting over a scoop in the sand area, we may offer a cup or another scooper. A child climbing on a table would be directed to a climber instead. Another enticing activity may work equally well.

- Cool Off -- Cool off is not a punishment, a threat or humiliating to the child. It should not be in a predetermined chair or place. It should last as long as the child feels is needed to calm down. It should be a time for adult and child to talk about feelings—after the child has calmed down. In some situations a child will be so upset and so intense that he/she may need to be held and reassured that the adult is there to help them calm down. A screaming thrashing child may need to be soothed in this manner before discussing the behavior or incident. The child may need to calm down by him or herself.

We believe that when children are cuddled, talked to, given choices and made to feel important throughout the day, they are less likely to demand attention by negative behavior. As children become older we attempt to let them work through their disputes and problems on their own. When it appears that they need assistance, an adult will step in to help with problem solving or negotiating.

The learning environment is planned and scheduled to maximize appropriate behavior. Routines are designed to allow children a successful mix of choice and structure. The goal of discipline is to help children build their own self-control, not to have them behave through adult-imposed control. Modeling and recognizing acceptable behavior are the preferred methods of training.

Any discipline technique will be more effective if it is applied in a way that maintains or enhances the child's self-esteem. The technique must match the age and development of the child. No technique will be effective in every situation. We strive to recognize and encourage children's efforts, anticipating and eliminating potential problems. The child must understand why she or he is being disciplined. Idle or impossible threats encourage children to test rules and punish limits. Effective discipline requires follow through.

The road to independence and self-discipline takes time and patience!

## **INJURIES**

In the event that your child is seriously injured while at the center an ambulance will be called. The parent will be contacted immediately thereafter.

For less serious injuries, the parents will be notified and together with the director a decision will be made as to the best way to handle the situation. The parent may be asked to come to the center to examine the child firsthand before a decision is made.

Minor injuries (small bumps, scraps or cuts with very little bleeding) will be treated by the staff and reported to the parents at the time of pick-up. The treatment may consist of washing the area, applying a band-aide and/or ice. An injury report will be filled out and given to parents to sign. Copies available upon request.

## ABUSE AND NEGLECT POLICY

If abuse or neglect of a child is suspected, staff are mandated to:

- make an oral report to Children's Protective Services
- file a written report within 72 hours of the oral report
- notify immediate supervisor

*Excerpt from Child Protection Law (Act 238 of 1975):*

*Section 3-1a): A teacher or regulated child care provider who has reasonable cause to suspect child abuse or neglect shall make immediately, by telephone or otherwise, an oral report, or cause an oral report to be made, of the suspected child abuse or neglect to the department.*

*Within 72 hours after making the oral report, the reporting person shall file a written report as required in this act. If the reporting person is a member of the staff of a hospital, agency or school, the reporting person shall notify the person in charge of that organization of his or her finding and that the report has been made, and shall make a copy of the written report available to the person in charge. Notifying a superior does not absolve the employee of their obligation to make the oral and written reports.*

*(Section 722.622) Definitions:*

**Child abuse** means harm or threatened harm to a child's health or welfare that occurs through non-accidental physical or mental injury, sexual abuse, sexual exploitations, or maltreatment by a parent, a legal guardian, or any other person responsible for the child's health or welfare or by a teacher, aide or am member of the clergy.

**Child neglect** means harm or threatened harm to a child's health or welfare that occurs through either of the following:

*-negligent treatment, including the failure to provide adequate food, clothing, shelter or medical care*

*-placing a child at an unreasonable risk to the child's health or welfare by failure of the paren, legal guardian, or other person responsible for the child's health or welfare to intervene to eliminate that risk when that person is able to do so and has, or should have, knowledge of the risk.*

## HEALTH CARE PLAN

Available upon request is our health care plan. This includes our health practices and policies including procedures for: children and staff hand washing; handling children's bodily fluids; cleaning and sanitizing of all equipment, toys and other surfaces; and controlling infection, including universal precautions. We also have a binder of health-related resources located on the parent table.

## **FIRE EMERGENCY**

In the event of a fire, the children will be evacuated from the building using the nearest exit. They will be led to a safe area (behind Covenant Hope Church) away from the building, and staff will take attendance. If any child is unaccounted for, a search will be made to locate the missing child without putting the other children at risk. Parents will be notified (email, text, phone call, Facebook) of the fire and asked to pick-up their child immediately. A posting of the relocation site will be located at each entrance. The building is equipped with fire alarms, smoke detectors, fire extinguishers, and with pull stations that are inspected regularly. The center practices fire drills so that in the event of an emergency everyone will be ready to act quickly and safely. All rooms have emergency plans posted near the exits to assist in successful evacuation.

## **TORNADO EMERGENCY**

Tornado Watch: Upon learning of a tornado watch in the area, the weather conditions will be monitored until such time as the center is closed and all children have left with parents, or the weather watch is canceled.

Tornado Warning: Should weather conditions deteriorate and tornado warning is issued, children will proceed to a predetermined location in the building until such time as the tornado warning is canceled.

Should parents need to be notified they will be contacted by one or more of the following methods: email, text, phone call and Facebook posting. A posting of a relocation site will be posted at both entrances if applicable.

Tornado drills are practiced regularly with the children and staff.

## **PEST MANAGEMENT NOTIFICATION**

As required by Licensing Rule R400.5940 Battle Creek Christian Early Learning Center will notify parents annually of the following pest management:

- Notification will be provided to parents or guardians informing them that they will receive advance notice of pesticide applications.
- Advance notice (minimum 48 hours) will be provided by posting a notice at both entrances and through center's newsletter and/or email.
- An advance notice shall contain information about the pesticide, including the target pest or purpose, approximate location, date of the application, contact information at the center and a toll-free number for a national pesticide information center recognized by the Michigan Department of Agriculture.
- Classrooms will be unoccupied by children for at least 4 hours or longer if required by the pesticide label, following the use of liquid spray or aerosol insecticide application.

Currently, there are no pesticides being used at BCCELG.

