



Family Handbook



Welcome to the Spartan Child Development Center! The center was established in 1971 and is dedicated to meeting the needs of all children ages two weeks to six years. We provide an environment that nurtures and guides children's individual growth and development. Our philosophy focuses on the fact that each child is a unique with an individual personality, learning style, and cultural background.

Spartan Child Development Center is accredited by the National Association for the Education of Young Children and is committed to providing a multicultural, nonsexist, and nonviolent atmosphere. The curriculum is play-based and child-centered. Teachers develop lesson plans that support the ideas and interests of the children. Experiences are provided that meet the individual learning needs of the children and support growth in the following developmental areas; social-emotional, cognitive, physical, and language.

Spartan Child Development Center is a self-supporting, non-profit corporation that is affiliated with Michigan State University. The policy-making body is the board of directors, which is a body of individuals comprised of parents/guardians, staff members, and professionals from MSU and the community. Monthly board meetings are open to the public and parents/guardians are encouraged to attend.

Families are always welcome at the center and are encouraged to be an active participant in their child's experience at SCDC. Please visit, volunteer, and communicate regularly with your child's teachers. On occasion, parents may be approached by an outside organization about voluntary participation in research. The choice regarding participation in research will have no bearing on their child's enrollment at SCDC. Families are encouraged to share questions and concerns with teachers and administrative staff at any time. The goal of SCDC is to provide every child and parent/guardian with a positive experience!

Sincerely,

Spartan Child Development Center

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Introduction to the Family Handbook

Welcome to Spartan Child Development Center (SCDC) in East Lansing. The goal of this Family Handbook is to share summarized policies and information about our program. SCDC is licensed by the State of Michigan to offer care and education of young children ages two weeks through six years. SCDC provides individualized and developmentally appropriate early childhood education that nurtures the growth of children in a diverse and inclusive environment. SCDC serves the Michigan State University community, as well as the greater Lansing area.

About Spartan Child Development Center

Our Philosophy

Spartan Child Development Center is founded in the belief that children are competent and capable learners. SCDC provides opportunities for children to grow and develop in thoughtful and intentionally designed environments that foster the social-emotional, cognitive, and physical needs of children. Planned learning experiences allow children to explore their interests, inspire inquiry, and become confident, independent learners. SCDC nurtures positive social identities and encourages self-awareness. We seek to cultivate an appreciation of differing abilities, individual strengths, and the diverse backgrounds of the children within our program and our extended communities.

SCDC believes that family involvement is an essential component to the success of our Center. We encourage parents/guardians to communicate with the staff on a regular basis regarding their child's development and as needed, share concerns that may arise so that we can best support the needs of the child. Communication is vital to maintaining an environment where everyone feels valued and appreciated. We also believe that family involvement enhances the preschool classroom environment and SCDC community. Families are encouraged to volunteer in the classrooms which could include reading stories, talking about their careers or hobbies, or introducing a new language and culture to the children.

History of SCDC

Founding History and Mission (1970 – 1989)

The Michigan State University (MSU) Board of Trustees voted to fund the construction of a new childcare facility in April 1970. Initial funding was to be provided by a grant from MSU, which was administered by the Institute for Family and Child Study in the Department of Family and Child Science. In April 1971, what is now known as Spartan Child Development Center (SCDC), opened as the "Married Students Activity Unit Day Care Center." The purpose of the center was to provide full and/or part time child care for married students as they attended classes.

The founding mission of the center was:

1. To provide child care for student families;
2. To provide a training site for graduate and undergraduate students from a variety of disciplines;
3. To provide a research site for work with young children and their families; and,
4. To provide a community center for families living in University Housing.

The Early Childhood Studies Committee and the Children's Board administered the earliest conception of SCDC. It served as a laboratory for MSU students training in fields related to Early Childhood Development until 1980. Declining married student enrollment, a reorganization of the College of Human Ecology and budgetary shortfalls led to SCDC's separation from the University. Subsequently, it was reorganized as a non-profit educational corporation and financed by monthly child care fees directly billed to parents. In October 1981, Spartan Kid Care, Inc. was established as the legal name of the corporation.

Recent History and Mission (1990 – Today)

In August 1990, the families, board, and staff of SCDC reaffirmed its commitment to serving students and established our current name Spartan Child Development Center. As well, the mission of the organization was revised to reflect the following operating principles:

1. Provision of high-quality developmental childcare service to an economically and culturally diverse population;
2. Provision of supportive services to MSU students in accessing quality childcare; and,
3. Community building in child development and developmentally appropriate curriculum through research, professional training, and parent education initiatives.

Because of SCDC's continuing commitment to supporting student families at MSU, the Center holds agency status with MSU under the Vice President of Student Affairs and the Executive Vice President for Administrative Services, who authorizes the Center's use of MSU service units. Additionally, SCDC holds a lease agreement with MSU. The building is property of MSU; therefore, maintenance and repair is the responsibility of the university under lease stipulations. Routine maintenance is scheduled by the MSU Infrastructure Planning and Facilities department with consideration of the center's operating hours. Most major repairs take place after hours and during weekends to be sensitive to the needs of the children.

Administration and Organization

Spartan Child Development Center is a self-supporting, non-profit corporation. The corporation administers a child development center to provide quality childcare services for members. Membership in the corporation consists of three classes of affiliation: Parents/Guardians of currently enrolled children, complementary members, and honorary members (see bylaws for definition).

Current SCDC Organizational Structure

The policy-making body of SCDC is a board of directors comprised of parents/guardians, staff members, professionals from MSU, and the local community.

Administrative positions include:

- *Executive Director*, responsible for daily operation of the corporation and oversight of financial functions;
- *Assistant Director*, responsible for program oversight of curriculum and the child development program;
- *Office Coordinator*, responsible for on-boarding of new staff, daily staffing of the Center, and benefits administration;
- *Program Coordinator*, responsible for the collaboration of community resources, daily classroom support, and administrative responsibilities towards staff, building, and children.

Professional teaching staff provide classroom education. Instructional staff include the following positions:

- *Lead Teachers* typically have a Bachelor's degree or higher level completed course-work in early childhood education, child development, or a related field;
- *Assistant teachers* typically hold an Associate's degree, child development credential (CDA) or higher in early childhood education, child development, or a related field;
- *Full-time Support Teachers*- serve as full-time support staff, and substitute for an absent teacher or assistant teacher.
- *Professional Teacher Aide*, serve as a short-term substitute for an absent teacher or assistant teacher.
- *Teacher Aide*, work alongside the professional staff within the classroom to offer support in the care of the children;

Board of Directors

The Board of Directors consists of up to sixteen persons. Eight parent members (at least two representing minority cultures) are elected by the corporate members. Two community representatives are elected to represent the community at large and two MSU designated board members serve on the board as well. The remaining members of the Board of Directors are appointed and include the Executive Director, a Professional Staff representative, and a family or child development consultant.

Corporation Committees

Essential to the ongoing success of the corporation is an active contingent of member committees to carry out the objectives of the corporation. Corporation members (parents) are strongly encouraged and highly recommended to participate in one or more of the committees.

The standing committees of the Board are:

The Executive Committee

This committee consists of the officers of the Board of Directors and the Executive Director. This committee has the authority to act for the Board of Directors (between meetings of the Board) in the management of the affairs of the corporation.

Curriculum

This committee is responsible for the development, revision, and support of the children's program, accreditation, and evaluation.

Budget

This committee, chaired by the Treasurer, is responsible for the development and administration of a sound fiscal policy for the corporation.

Personnel and Policies

This committee is responsible for the development and revision of corporate policies and personnel procedures.

Bylaws

This committee, chaired by the Vice-President, is responsible for the development and revision of the constitution and Bylaws of the corporation.

Fund Development

This committee is responsible for implementing and managing fundraising initiatives within and for the benefit of the Center.

Diversity and Family Engagement

This committee is responsible for proposing initiatives to ensure that the classrooms and Center adequately reflect the diversity that exists amongst families and staff. This committee is also responsible for coordinating and leading the annual International Night.

Research Committee

This committee reviews research proposals that have been submitted to the Center, working collaboratively with the Executive Director and staff to ensure research protocols are correctly followed and integrity is maintained. Finally, the Research Committee communicates information to families regarding new research proposals and/or projects.

Special Committees

Created as necessary to carry out center objectives to include, but are not limited to, the Executive Director review, Board nominations, etc.

Child Development Program

Classroom Ratios

Classroom ratios are set in accordance with licensing and NAEYC requirements. Research indicates that lower child to adult ratios promote a higher quality of care and learning for young children. Our program ratios are maintained during indoor time, outdoor time, and field trips. Enrollment at SCDC is dependent upon available spaces that adhere to the ratios below.

Infants:	1 adult per every 3 infants	Classroom size: 6
Toddlers:	1 adult per every 4 toddlers	Classroom size: 12
Transition:	1 adult per every 4 older toddlers	Classroom size: 12
Preschool:	1 adult per every 10 preschoolers	Classroom size: 18

** Summer Program field trips (preschool), ratios are 1 adult per every 5 preschoolers*

Curriculum

SCDC uses the HighScope Curriculum, which is a comprehensive, research-based Early Childhood curriculum for children ages birth through six that is play-based and follows the developing needs and interests of the children. Lesson planning includes a balance of active and quiet times throughout the day that promotes development in social-emotional, cognitive, and physical needs.

The daily schedule includes times for indoor and outdoor play, quiet and active play, large and small group times, meals, and rest or nap time. Planned activities include art, science, music, dramatic play, language development, large motor, and small manipulative play. Adults interact with the children throughout the day, offering comfort and reassurance as needed, as well as overseeing general safety.

Daily Schedule

The daily schedule in each classroom will include the following times of day, with variation depending on the developmental needs of the children. Teachers plan activities for the day but can be changed when the group or weather indicates that a change would be beneficial. Please refer to the posted daily schedule and lesson plan in your child's classroom for specifics about the day.

Sample Daily Schedule

<u>Time</u>	<u>Daily Routine Components</u>
7:30-8:50	Arrival/Choice time
8:50-9:00	Clean-up/set up breakfast
9:00-9:20	Breakfast
	• <i>Children are encouraged to clear their space and help with meal clean-up</i>
9:25-9:40	Large Group Morning Greeting
9:40-10:25	Outdoor Play
10:25-10:40	Small Groups
10:40-10:45	Planning- children will plan for work time in small groups
10:45-11:45	Work time
11:45-11:55	Clean up
11:55-12:00	Review- children will reflect upon their work time in small groups
12:00-12:40	Lunch
	• <i>Children are encouraged to clear their space and help with meal clean-up. Children will brush their teeth, try the toilet, and prepare for naptime</i>
12:40-2:50	Nap and Quiet time
	• <i>Upon waking, children may choose from a variety of quiet activities</i>
2:50-3:00	Clean up and set up snack
3:00-3:20	Snack
	• <i>Children are encouraged to clear their space and help with meal clean-up</i>

3:20-3:35	Large Group
3:35-4:30	Outdoor Play
4:30-4:45	Language/Literacy time
4:45-5:30	Choice Time/Departure

The Infant and Toddler classrooms are designed to meet the individual needs of young children in the context of a developmental program. In the Infant classroom, daily routines and schedules are based on the individual infants while working towards a toddler schedule as the infant develops. In the Toddler classrooms, there is a general daily routine to which most toddlers quickly adapt. However, a toddler whose daily schedule differs from the room routine can be accommodated.

Description of the Parts of the Day

- a. Arrival – Parents are encouraged to take a few minutes to help their child settle into the classroom. Parents are welcome to stay and play for a while. Professional Staff are available to briefly talk with you about how your child is feeling and how his/her morning has been. Letting your child know when you are leaving and creating a “good-bye routine” can help make this transition easier each morning.
- b. Breakfast, Lunch, and Snack – Children and adults eat together at the tables in the classroom. Meal times provide an opportunity for the children to engage in conversations about the day, special events, or other topics of interest. Children are encouraged to taste each of the foods that are served at meal times.
- c. Toothbrushing and toileting – Children in the toddler (no toothpaste), transition, and preschool classrooms brush their teeth after lunch each day. Children are encouraged to use the toilet throughout the day as needed. Every classroom has its’ own bathroom. Toddler and Transition rooms also have a diapering area.
- d. Outdoor Play – Children are encouraged to dress themselves as much as possible. Teachers help with zippers, ties, and boots and guide children in learning how to put these items on. Children spend time outdoors whenever the weather permits. Adults supervise the children during outdoor play.
- e. Large Group – Children are engaged in the same activity and are encouraged to contribute their thoughts and ideas.
- f. Small Groups-
 - o Preschool & Transition Classrooms: Small groups will take place daily, with the same teacher supporting the same group of children for a length of time. Activities planned for small groups will allow for children to build on their own knowledge at their own skill level.
 - o Toddler Classrooms: Small groups will take place as the children show interest in their environment. Teachers will support children by responding to each child’s interests, behavior, and developmental level.
- g. Choice Time and Plan-Do-Review – Children will be asked to make a plan before choice time. By making a plan, children are encouraged to play in a more purposeful way. The “do” part of the process is the actual choice time when children are able to freely explore the materials available to them in the classroom and may choose to play by themselves or join a group of children. The materials provided for the children allow for hands-on experiences to promote growth in the following developmental areas; cognitive, physical, social-emotional, and language, with an emphasis on the academic areas of science, math, social studies, health, and literacy. After choice time, the children will recall who they played with, some of the activities that they chose to participate in, and discuss any problems they encountered. This reflection will lead to more focused play in the future.
- h. Rest – The children spend part of the early afternoon resting. Most children sleep during this time. Quiet music and darkened rooms contribute to a restful atmosphere. Per state licensing guidelines and the American Academy of Pediatrics, children under 12 months of age are placed on their backs to sleep.
- i. Departure- When picking up a child, professional staff members are available to briefly tell the parent about their child’s day, what activities were enjoyed, and share any important information with the parent prior to leaving the center.

Arrival and Departure Notes: As always, our priority is to be actively engaged with the children. If you see that the professional staff member is with the children at choice time, serving a meal, or leading a group time, please

feel free to leave a note for the professional staff member on Brightwheel. Additionally, the last 20-30 minutes of the day we often have several families picking up children at the same time, to ensure that both the families and teachers are out of the building by 5:30 pm, individual conversations may not be possible. Teachers have more flexibility for a brief conversation in the mornings between 7:30 am – 8:30 am. If there is a need for a longer conversation, you can stop by the front desk to set up a time to speak with the teacher.

Security items, such as blankets or stuffed toys, are welcome in the classrooms when their presence makes a child feel more comfortable. Other toys may be brought to school at the teacher's discretion but are not encouraged; the Center has a supply of materials for the children. Toys from home, other than security items, are to be shared with all the children, or kept in the owner's locker and should be brought home at the end of the day.

Following a philosophy of non-violence, toys that represent weapons (e.g. guns, swords) are excluded from the program. The staff discourages the use of toys to build or represent make-believe weapons and offer suggestions for non-violent methods of communicating and problem-solving (i.e. using words, sharing, taking turns).

Drop-off and Pick-up of Children

1. Speed limit in the parking lot is 10 mph. Please be aware of small children crossing the street.
2. A parent or guardian must enter the classroom with their child and ensure that a teacher is aware of the child's arrival. A parent or guardian must sign the child in and out each day.
3. No child is permitted to cross the street in front of SCDC alone.
4. A child should be supervised getting in and out of a vehicle.
5. When children are brought to or picked up from SCDC in cars, parking is provided in the parking lot in front of the center or at the side of the building. Additional parking is available in the far parking lot. Vehicles should not be left idling (i.e. running) while in the parking lot.
6. Please walk with the children to the building or to the car. During these busy times of the day, it is dangerous for children to be unsupervised even for a few minutes in parking or adjacent areas.
7. All enrolled children should be properly restrained in the appropriate car seat, on their way to and from SCDC, consistent with state law.
8. Children can be picked up from SCDC only by parents, guardians, or persons authorized to do so. These guidelines must be followed:
 - a. Individuals authorized to pick up a child must appear on the Child Information Card.
 - b. An employee cannot be listed as an emergency contact for or authorized to pick up an enrolled child unless the employee is the child's parent, guardian or family relative.
 - c. It is the family's responsibility to inform the child's teachers and office in advance that another person will pick up the child.
 - d. When the authorized person comes to SCDC, they must provide identification so that the child can be released to them.
9. **Children are not permitted to be dropped off during nap-times; (Toddlers 11:30-2:45) (Transition & Preschool 12:30-3:00) as it often causes major disruption to the children sleeping.**
10. **If your child arrives after breakfast (9:10) or lunch Toddlers (11:40) Transition & Preschool (12:10), you are required to feed your child before arrival.**

NOTE: In situations regarding custody agreements and arrangements, these circumstances must be discussed directly with the Director. Formal court documents may be requested as needed.

Outdoor Play

Outdoor play is an integral part of a developmental program. During outside time, children extend their indoor play to the outdoors where they have opportunities to learn through healthy energetic activity. Children will spend time outdoors daily unless it is extremely cold (below 0°F) or raining. Please make sure that your child has appropriate clothing for outdoor play. Children must wear shoes at SCDC that are safe and appropriate for climbing, jumping, running, etc on a variety of surfaces. Shoes must be closed-toe and have a rubber sole; sandals must have a secure heel strap.

We require children to wear helmets while riding bikes and scooters on the playground. We provide child-sized helmets for the children to wear or parents may choose to purchase a helmet of their own and bring it in for their child to use during the week.

The following guidelines will be utilized for outdoor play:

- *Under 32 Degrees, all children need to wear coats, hats, mittens, and snow pants*
- *Under 50 Degrees, all children need to wear a hat & coat*
- *Coats are to be worn if the temperature is below 60 degrees*
- *If a child gets wet while playing outside, clothing needs to be changed, prior to continuing play.*
- *Children need to be monitored for hydration while playing outside*

Field Trips

Field trips and visitors are utilized to increase the children's experiences within their world and enhance learning. Field trips may be walks to observe nature in the nearby community or may be a trip requiring transportation to visit a local farm or museum. Public transportation (buses) may be used as a means of transportation for field trips. Parents must give written permission, either at the time of enrollment or prior to each field trip, for their child to participate in the Center field trips. Prior to each field trip that requires transportation, parents are notified by the Center of the destination, purpose, and expected departure and return times. Fees will be charged to cover the cost of admission and transportation.

SCDC Assessment Plan

The Ages and Stages Developmental Screener (ASQ) is utilized to show developmental progress when a child enters the program. There is a section of the ASQ that is filled out by the lead teacher and one that is completed by parent/guardian.

Teachers engage in on-going assessment through taking observational and anecdotal notes throughout the day in the natural, play-based environment, as well as, during small group and large group activities. These documented observations are used to show growth in the different developmental areas and are used in collaboration with the Child Observation Record (COR), which is the High Scope Curriculum assessment tool.

Teachers also utilize photographs of the children and work samples to show growth and development. All of the assessment information is used to prepare for conferences that occur in the fall and spring. Parents/guardians are encouraged to communicate with the teacher about their child's development and the goals that they have for their child.

When an assessment of the child, by the parent or teacher, indicates that further assistance may be needed, the classroom teacher works with the parents and SCDC Administration to arrange for developmental screening and referral for diagnostic assessment through an outside source, such as Early On or the child's intermediate school district.

Preschool children also receive hearing and vision screening through the Ingham County Health Department. Any information about a child's screening or referral recommendations are communicated directly to the parents by the Health Department.

Children's records, developmental progress, and assessment results are kept in the child's file. Only Classroom teachers, SCDC Administration, the child's parent(s) and other authorized persons have access to the information within the child's file and portfolio. Each child's development is discussed in a confidential manner. In accordance with our policy, information about children or their families cannot be shared or used outside of the center without prior written consent of the family involved.

Discipline

At Spartan Child Development Center SCDC staff use a positive redirection language model to support and encourage children in learning how to make appropriate choices throughout their day. This approach focuses on what children can do rather than what they cannot do. Common guidance techniques include; discussing

behavior expectations, explaining cause and effect, or offering appropriate choices. Staff also support children by modeling appropriate verbal and non-verbal ways to express their feelings. At SCDC, limits are stated positively. It is important that children develop confidence towards themselves and their environment. Teaching staff nurture individual relationships with children by providing care that is responsive, attentive, consistent, comforting, supportive, and culturally sensitive. Teachers provide behavior guidance that is appropriate to the child's level of development. Adults involve children in the process of finding and choosing a solution to a problem.

When peer conflict arises, staff support the children through a process of problem-solving in order to reach a solution or compromise that is fair to all children involved. Staff allow children, who are developmentally ready, to work through problems on their own. It is important that children develop confidence in themselves and their environment.

The following guidance techniques are used:

- Children are treated with respect at all times.
- Expectations are clearly stated in positive statements.
- Reasons are given when children are asked to change an action or behavior.
- Whenever possible, children are allowed to choose between acceptable behaviors.
- Teachers acknowledge children's feelings and children are encouraged to express their needs and emotions verbally.
- Limits are consistent and designed to promote safety and constructive interactions.
- A child may be helped or redirected to prevent the child from hurting themselves or others.
- Adults may help a child complete a task or may guide a child from one area to another.
- A variety of calming techniques are modeled and practiced regularly in all classrooms.

Teachers and administrators address challenging behavior by:

- Using positive behavior support strategies.
- Assessing the child to understand the function/reasoning of their behavior and documenting as appropriate.
- Convening families and professionals to develop individualized plans to address the behaviors. If necessary, staff and/or SCDC administration will refer to the interventions and supports listed in the *Guidance for Temporary Exclusion or Termination of Enrollment Policy*.

Per the State of Michigan Child Care Licensing rules and NAEYC standards: All of the following means of punishment shall be prohibited:

- Hitting, spanking, shaking, biting, pinching, or inflicting other forms of physical punishment.
- Restricting a child's movement by binding or tying him or her.
- Inflicting mental or emotional punishment, such as humiliating, shaming, or threatening a child.
- Depriving a child of meals, snacks, rest, or necessary toilet use.
- Excluding a child from outdoor play or other gross motor activities.
- Excluding a child from daily learning experiences.
- Confining a child in an enclosed area, such as a closet, locked room, box, or similar cubicle.
- Rough handling (shoving, pulling, pushing, grasping any body part); forcing a child to sit down, lie down, or stay down, except when restraint is necessary to protect the child or others from harm; physically forcing a child to perform an action (such as eating or cleaning up).

Food Program

SCDC provides nutritious, balanced, and high-quality meals. Out center serves breakfast, lunch, and an afternoon snack. Meals are served no more than 3 hours apart and children are encouraged, but not forced, to eat foods that have been served to them. Meals are planned to include foods of differing texture, flavor, color, and consistency. Children eat meals with the teachers in their classrooms in a "family-style" setting. Teachers provide opportunities for group discussion, as well as model healthy eating habits.

SCDC plans its menu based on the USDA guidelines, which recommend minimizing consumption of salt, sugar and fat, and increasing the frequency of whole-grain foods, lean meats, legumes, fruits, and vegetables. During the week, SCDC provides a variety of vegetarian meals using alternate sources of protein such as beans, lentils, peas, and dairy products. No pork or beef products are served. Certified, hormone-free and antibiotic-free milk is served at breakfast and lunch. Whole milk is served once a child turns 1 year old and fat-free milk is served from 2 years old and up. Small round foods (e.g. blueberries) are not served to children under three (3) years old. Menus are planned in advance and posted weekly on the SCDC website, as well as hung up in the classrooms and posted on a wall located near the kitchen in the rotunda. Substitutions will be noted on the kitchen menu.

SCDC has a full-service kitchen and kitchen staff are trained on licensing and food safety regulations. Classrooms are not equipped or designed to handle food preparation for meals, therefore, all food is prepared and distributed centrally from the kitchen. The kitchen serves as the primary source for food preparation and service and this area is licensed and inspected for such purposes. SCDC policy is that families are to refrain from sending food supplements or meals for children on a consistent basis, unless allergies or medically documented food intolerances deem this appropriate.

Food prepared at SCDC is served at the highest nutritional value possible. All food is made fresh daily in the center's kitchen. Food with expired dates or food that appears to be tampered with (e.g. broken seals, incorrect form) in any way are immediately disposed of. Leftovers are never served to the children and staff never microwave children's food or beverage.

Food ingredients are ordered and delivered weekly from local vendors and stores to maintain a variety of foods served and to introduce new foods to children. For safety purposes, liquids and food hotter than 110 degrees Fahrenheit are kept out of children's reach. All fruits and vegetables are thoroughly washed before they are taken to the classroom.

A three-step disinfecting process is used to clean the tables before and after each meal. Children and staff wash hands before serving meals. Gloves are worn by staff members when they are touching food. After meals, dishes are washed, rinsed and sanitized.

SCDC addresses the dietary needs of infants less than one (1) year of age as follows:

- a. Families will supply their own formula and/or breast milk, as well as developmentally appropriate foods for a child enrolled in an infant classroom. Family preference should be indicated on the *Formula/Food Sign-Off Sheet* at the time of enrollment.
- b. Families must bring in a daily supply of bottles already filled with breast milk or prepared formula. Bottles must be clearly labeled with the child's first and last name, the date that they are being brought in, ounces in bottle, and the ingredients. Breast milk must also include the date the milk was expressed.
- c. Bottles (breast milk and formula) are only good for one hour from the time that an infant begins drinking from it due to possible bacteria growth. Any remaining milk or formula will be discarded after one hour.
- d. Baby food jars and containers of homemade baby food must be labeled with the child's name, the date they are being brought in, and the ingredients. Families are directed to avoid bringing in high-allergen foods. SCDC is also a tree-nut and peanut-free facility. All foods brought in for the child must meet current licensing standards.
- e. Families are encouraged to communicate with the Infant Room teachers regarding table foods that children have been exposed to and preferences for receiving food prepared at SCDC prior to being enrolled in a toddler classroom (around 1 year of age).
- f. Families are welcome to utilize the nursing/feeding room located between the Infant rooms at any time.

Food Accommodations

SCDC's food program accommodates children with special feeding needs. Special feeding needs include food intolerances, allergies, health concerns (e.g. diabetes), vegetarian diets, or medical conditions that require the use of specialized feeding equipment (e.g. feeding tubes).

- All children are served the same foods, unless special feeding needs require dietary restrictions or substitutions. Documentation includes completion of the necessary Dietary Restriction Form or Allergy Action Plan (if applicable). All relevant forms must be completed, and where indicated, signed by the child's physician.
- If food substitutions require a family to bring foods from home these foods must meet current licensing requirements and be accompanied by a physician's note and be labeled with the child's name, date, and ingredients.
- For all children with special feeding needs, and for infants, toddlers, and transition aged children, staff will document the type and quantity of food consumed and provide this information to the family each day.

SCDC follows all applicable State of Michigan Child Care Licensing Rules.

Food Brought in for a Special Occasion

For some children, exposure to an allergen could be life threatening. A parent wanting to bring food to the Center for a special occasion (i.e. birthday) must have the food items inspected and approved by center administration before entering the classroom.

Food brought in for a special occasion must meet the following criteria:

- **Commercially packaged** with **complete ingredients list** clearly visible.
- Food must be inspected and **approved by center administration** before entering the classroom.
- Due to licensing regulations, **foods made at home cannot be served** to the children at the Center while they are under our care
- **The package cannot contain either of these phrases** "may contain traces of peanuts or tree nuts" OR "made on equipment that processes tree nut/peanut products"

Non-Discrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices, employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

USDA is an equal opportunity provider, employer, and lender.

Family and Staff Responsibilities

All SCDC staff work to ensure the following:

- A childcare program that provides fair, consistent policies, and excellent customer service
- Parent/Guardian and child will be made to feel welcome
- Whenever possible, SCDC will assist families with identifying additional community resources and support
- Assistance with in-center transitions from one classroom to the next and/or programs outside of the center (ie: kindergarten transition)
- A consistent routine for all children
- Posting of weekly lesson plans and curriculum information in the classroom
- Posting of weekly menus
- A safe and nurturing environment
- Daily communication from Professional Staff
- Quality and excellence
- Progressive and innovative care

We ask the following from our SCDC Parents and Families:

- Sign your child in and out each day
- Check your child's folder and/or locker daily
- Most classrooms begin their day with breakfast or morning large group around 9:00 am, therefore, we encourage families to bring children by this time so that they are able to start their day with the rest of the class
- Have your child at the center no later than 9:00 am
- If your child is going to be dropped off later than 9:00 am or will not be attending, please call the Center or notify the classroom ahead of time.
- Allow time to spend with your child if they are having a hard drop off or pick up.
- Allow a few minutes to talk with the Professional Staff member about your child's day.
- You and your child/children **must be out of the building by 5:30 pm.** or you will be charged a late fee.
- Take home your child's blankets to be washed weekly.
- Do not leave without letting the teacher, assistant teacher, or professional staff in the classroom know that you are taking your child.
- If your child uses school clothes, please wash them and return to the classroom within 1 week
- Replenish school diapers when needed
- Participate in SCDC committees and center activities.
- Participate in parent/teacher conferences.
- Ensure that your child has the following items at SCDC:
 - Extra set of seasonal clothes, including underwear
 - Rest/Nap time items
 - Sunscreen
 - Diapers (if applicable)
 - During summer months; water clothes, water shoes, and towel
 - During winter months; heavy coat, snow pants, boots, hat, mittens/gloves

Parent/Guardian and Staff Communication

We strive to make communication a continuous process so that any difficulties the child is experiencing, or any questions parents/guardians have can be addressed. Parents/guardians are encouraged to ask questions and voice concerns to teachers or administration at any time. It is important that parents/guardians share information with the teaching staff that could impact their child's day (ie: not sleeping well, had a difficult morning, are teething, etc). If a longer discussion is needed, parents are welcome to schedule a meeting with their child's teacher at any time throughout the year.

It is important to note that classroom aide staff are not permitted to discuss specific information with parents in regards to the child's experiences, developmental progress, or interactions with other children. This information is only to be shared with parents by Professional Staff (Lead or Assistant Teachers and Professional Staff substitutes).

Classroom communication occurs in the following ways:

1. Brightwheel- Teachers communicate daily through the Brightwheel app. Pictures, information about your child's day, reminders, alerts, and notes are all communicated via Brightwheel.
2. Artwork, Office Notes, etc. – Your child may have a labeled file folder or the teacher may use a shelf in your child's cubby where art, newsletters, and other notes are stored. Please check it daily.
3. Classroom Boards- whiteboards, located outside of each classroom, contain information for parents about classroom activities that took place that day.
4. E-mails- classroom teachers will send out a monthly e-mail to parents containing information about the month, what to expect next month, and how to make connections at home with what is happening in the classroom.
 - a. Newsletters are sent throughout the year from the Executive Director containing information about center-wide events, news, and activities, as well as, information obtained through community organizations and Michigan State University.

Procedure for Classroom Questions & Concerns:

- Schedule a time to have a discussion with the teacher so they can give you their full attention and to ensure confidentiality of the topic or concern.
- If after your discussion if you still have concerns, make an appointment with the Executive Director or Assistant Director to address the concern and work towards a resolution. This may include a meeting with the teacher, the parents/guardians, and/or Director/Assistant Director.
- If a resolution is still not achieved in an agreed upon time frame, the parents/guardians and Executive Director shall meet with the Executive Committee of the Board to discuss options. Following this meeting, a decision will be made regarding the concern.

Health and Safety Policies and Procedures

At Spartan Child Development Center, our Professional Staff members have been trained in First Aid and CPR, administering medication to children, and emergency procedures.

Health Procedures

Illness and Communicable Disease

When a child becomes too sick to participate in regular activities or shows symptoms of a possible contagious condition, the parent/guardian will be contacted to come to the Center to take the child home. If the Center staff is unsuccessful in reaching the parent, the emergency contact person will be called to take the child home. It is very important for at least one person on the emergency card to be accessible during the day, and for the phone numbers on the emergency card to be updated regularly.

In the event that a child becomes too ill to continue in the classroom, he or she will be moved to the Sick Room with an adult in order to minimize the spread of illness. The parent/guardian will be notified for pick-up. The following symptoms will be considered evidence of communicable disease:

- Fever – any temperature over 100 degrees F (even less if the child acts listless, tired, or out of sorts)
- Sore throat
- Rash – until the cause has been determined
- Unusually pale or flushed skin with or without an accompanying elevated temperature
- Red or watery eyes, or conjunctivitis
- Persistent cough
- Upset stomach or vomiting
- Any draining sore
- Diarrhea
- Ringworm
- Scabies or lice

Children with any and all communicable diseases including, but not limited to, influenza, RSV, strep throat, measles, mumps, chickenpox, shingles, meningitis, whooping cough (pertussis), norovirus, or rotavirus may not be readmitted to the Center until a doctor has examined the child and writes a note stating that the child is not infectious.

- Any infections or communicable disease/illness needs to be reported to the Center immediately by the parent. Other parents are informed so that they can watch for early symptoms; illness notices are posted in the rotunda area of the Center
- A child needs to remain at home until the contagious period of the illness is over; please consult your doctor as the lengths of these periods vary.
 - **A child may return to school only after they have been fever-free (or symptom-free) without the aid of any medication for at least 24 hours.**
 - **If a child is sent home from school, they must remain at home for the entire next school day.**
 - Children prescribed antibiotics, or any other treatment from a physician should receive this treatment for at least 24 hours before returning to school.
- If there is potential for a non-vaccinated child to be exposed to a vaccine-preventable disease, the non-vaccinated child will need to be excluded from the Center until there is no longer a concern of exposure

For information regarding COVID-19, please refer to the COVID-19 Preparedness and Response Plan.

Allergies

If your child has allergies, an Allergy Action Plan must be completed by the child's physician and provided to the front office. Information about your child's allergies will be stored within the classroom, the kitchen, and the front office. If your child needs an Epi-Pen, the medication procedures below will be followed. If possible, two Epi-Pens are requested (one for the classroom and one for the front office medication room).

Medication

At SCDC, medication will be administered by a Professional Staff member according to the specifications on the prescription label and the Medication Permission slip.

Prescription Medication

- Medication must be in its original container with a prescription label.
 - A Medication Permission form must be completed by the parent and will be kept with the medication in the Sick Room.
 - All Medication Permission slips need to have a definite end date and may be obtained from the front desk staff member.
 - Please take your child's medication home after the treatment has ended

Over the Counter Medication

- Bring the medication in its original container, labeled clearly with your child's first and last name, and a Physician's note.

- The note needs to contain the reason for the medication, the length of time the medication will be needed, and the proper dosage for your child.
- A Medication Permission form must be completed by the parent and will be kept with the medication in the Sick Room.
 - All Medication Permission slips need to have a definite end date and may be obtained from a front desk staff member.
 - If the original container for your child's prescription medication does not show the doctor's name, child's name and dosage we need a photocopy of the label, which has that information.
 - Please take your child's medication home after the treatment has ended.

If your child is taking an over-the-counter medication to be administered by the parent we may not store the medication at the Center. Please bring the medication with you to administer to your child. **Absolutely no medication of ANY kind may be stored in the classroom or locker area.**

Sunscreen and other Topical Ointments

Parental Consent is required to apply sunscreen and other topical ointments (diaper cream, lotion). By completing the Information and Permission Form you are authorizing SCDC staff to apply the items that have been indicated on the form.

Diapering and Toileting

1. SCDC staff will check diapers and training pants (e.g. pull-ups) or assist with toileting according to the following schedule:
 - a. Infants: Diapers are checked every hour and upon waking from a nap.
 - b. Toddlers: Diapers are checked every two (2) hours and upon waking from a nap.
 - c. Transition: Diapers and training pants are checked every two (2) hours and upon waking from a nap. Staff will assist the child with toileting as needed.
 - d. Preschool Rooms: Children are given the option to try toileting every three (3) hours, as well as before and after rest times. Staff will assist the child with toileting at other times as needed. Diapers and training pants, if applicable, are checked every two hours and upon waking from a nap.
2. In all settings, diapers and training pants will be checked whenever the child indicates discomfort or exhibits behavior that suggests a soiled or wet diaper.
3. Once checked, wet or soiled diapers, training pants, clothes and underwear must be changed.
4. Families must provide disposable diapers, cloth diapers, or training pants for use at SCDC. Families should bring at least one (1) week's supply into the classroom at a time. Families must also provide extra clothes, and underwear as appropriate, as directed by classroom staff.
5. SCDC provides dry-wipes that can be wet with water. Families may supply their own wet wipes if they prefer.
6. Families must provide any diaper cream, ointments, etc. for use at SCDC. Items must be labeled with the child's first and last name. Any creams, ointments or topical medications will be managed, stored and applied consistent with relevant SCDC policies.
7. SCDC follows all NAEYC and state licensing guidelines for diapering and toileting. Relevant procedures (e.g. diapering) are posted in each classroom diapering/toileting area.

Hand Washing

The Center requires that children and adults wash their hands immediately upon entry into the classroom. Please follow the procedures below for handwashing.

Handwashing Procedure:

- Wet hands with clean running water and apply soap. Use warm water if it is available.
- Rub hands together to make a lather and scrub all surfaces.
- Continue rubbing hands for 15-20 seconds (about the time it takes to sing "Happy Birthday" through twice).
- Rinse hands well under running water.
- Dry hands using a paper towel.
- Use paper towel to turn off the faucet.
- Throw away the paper towel without touching the garbage can.

Handling Bodily Fluids

Staff will always use precaution when there is exposure to blood or blood-containing body fluids and when handling other potentially infectious fluids. Only full-time staff who have received Blood Borne Pathogen training are permitted to handle fluids containing blood.

Cleaning and Sanitizing Tables, Toys and Cots

Each classroom has designed a daily schedule, as well as, a weekly schedule for cleaning and sanitizing. We use a 3-step process for cleaning all items. Additionally, as needed, toys are sanitized in our kitchen sanitizer.

Dental Health

Because of the importance of consistent and adequate dental care in the prevention of cavities, it is the policy of the Center to encourage all children to brush their teeth after meals. Infants will have their gums wiped by staff after meals. Toddlers will not use toothpaste; and the Center will provide child-appropriate toothbrushes for enrolled children.

Safety Procedures

Building Access

The front doors are locked from 9:30am-4:30pm; guests must identify themselves by pressing the doorbell located on the cement post and be buzzed in by a staff member. Unfamiliar adults will be asked to show identification through the speaker/video system at the front door.

Safe Sleep Practices

To reduce the risk of Sudden Infant Death Syndrome (SIDS) infants, unless otherwise ordered by a physician, are placed on their backs to sleep on a firm surface manufactured for sale as infant sleeping equipment that meets the standards of the United States Consumer Product Safety Commission.

Pillows, quilts, comforters, sheepskins, stuffed toys, and other soft items are not allowed in cribs or rest equipment for infants under the age of 12 months. The infant's head remains uncovered during sleep. Infants rest in sleep sacks provided by the parents.

If infants arrive to the center asleep or fall asleep in equipment not specially designed for infant sleep, the infant is removed and placed in appropriate infant sleep equipment.

After being placed down for sleep on their backs, infants may then be allowed to assume any comfortable sleep position when they can easily turn themselves from the back position.

Safe Sleep Practices: Infant, Toddler and Twos

Staff position themselves so someone can always hear and see any sleeping infants, toddlers or twos, including when staff are engaged with other children who are awake. Additionally, no mirrors, sound monitors, or video monitors are used as a replacement of direct sight or sound supervision.

Emergency Response Procedures

Posted in each room is a copy of Spartan Child Development Emergency Response Procedures. Please feel free to familiarize yourself with this document.

Notification of Accident or Incident

In the case of a minor accident or incident a written report will be provided to the parent/guardian with a description of what occurred. If it is an accident that requires first aid, the parent/guardian will be contacted to discuss possible pick-up. If it is an accident that requires immediate professional attention, SCDC will call 911 and then reach out to the parent/guardian. If we are unable to reach the parent/guardian, the emergency contact person will be called.

**All Administrators, Full-time Teachers, and Professional Teacher Aides are certified in First Aid and CPR*

Emergency Closings

Closures Due to Inclement Weather and/or Extreme Temperatures

- In extreme weather circumstances, Michigan State University may close or curtail operations campus-wide. Some individual units and departments may close at their discretion or provide alternative work arrangements for their employees.
 - In the case of MSU curtailment, the Executive Director will decide whether SCDC will also curtail operations or close based on the safety of children and staff.
- No refunds/credits are offered for inclement weather or extreme temperature closings/delays

Emergency Closures Notification Procedures

1. The SCDC Executive Director will send an email and Brightwheel message to families and staff announcing the closing
 - a. Please ensure that you have given an email address to SCDC that is accessible in these situations as the email address on file will be used to notify families of closures or curtailment
2. SCDC will post the closing on our Facebook page
 - a. <https://www.facebook.com/spartanchilddevelopmentcenter>

Closures Due to Other Emergencies

- No refunds/credits are offered when the Center experiences an emergency closing
- Emergency closings include, but are not limited to, power outage, flood, water contamination, loss of heat, loss of air conditioning, staff absenteeism, widespread illness, fire, other events that make the environment unsafe for children
- Staff Absenteeism
 - If Michigan Child Care Licensing staff to child ratios cannot be maintained the Center will temporarily close.
- Widespread Illness
 - Illness will be tracked by administrative staff based on parent and teacher reports of symptoms of serious, communicable illness.
 - The Center may dismiss students or close temporarily if a serious, communicable illness becomes widespread among students and/or staff. Temporary closure represents the last of several preventive and control measures instituted by the Center to reduce the spread of communicable disease and protect the health of the Center's children and staff.
 - As rates of illness increase among the student population, the Executive Director will remain in contact with the Ingham County Health Department and the MSU University Physician. The Center will follow all recommendations of the Health Department and the MSU University Physician regarding closure and other control measures.
 - **Temporary closure of specific classroom(s)-** will occur if half of the children in each classroom report symptoms of serious, communicable illness.
 - This measure is intended to prevent the spread of illness to other classrooms. As such, children from a classroom that has closed will not be permitted to join another classroom during the closure period.
 - **Temporary closure of the Center due to illness-** requires approval from the Board of Directors.
 - If the Center must temporarily close due to illness, a closure of 24-48 hours is anticipated. During this time, the Center will be cleaned and disinfected.
 - Staff or children who become ill during the closure will not be permitted to return to the building once it reopens in accordance with the Illness Policy.
 - Professional staff members will be compensated during a closure period of 24-48 hours, and tuition will be charged to families during closure. If a longer closure period is recommended by health officials, the financial implications of this decision will be considered by the Board. Staff and families will then be notified.

Employee Babysitting Policy

SCDC must maintain a professional environment for providing child care and education for the children. The separateness of home and Center education and care is a component of the professional environment. If staff members are involved in the care of a child both at the Center and in the child's home there are risks of involvement which can lead to conflict for the child, parent, and/or staff. This can also affect other staff, parents, and children in the Center. While we do not want to hamper warmth and caring on the part of our staff, it is our responsibility to provide care and education in a conflict-free environment.

The SCDC Babysitting Policy states that:

1. SCDC prohibits the solicitation of outside care during working hours by either staff or parents.
2. SCDC prohibits employees from accepting outside employment during their regularly scheduled working hours and/or stated availability.
3. Employees may not reduce their agreed upon and stated availability to accept outside employment from client families.
4. Employees may not serve as emergency contacts or release contacts for center families unless the employee is the legal parent, guardian, or relative of the child.
5. Any arrangement for child care that does not take place at the Center is strictly a private arrangement between the parents and the individual staff member.
6. SCDC bears absolutely no responsibility for any such arrangement or for the actions of an employee who has been hired for off-site employment by the parents or legal guardians of children currently enrolled at SCDC.
7. Employees may not enter into any implicit or explicit agreement formal or informal, with any client family to provide any special service or special treatment within the classroom that is not normally available to all enrolled children, with or without compensation.
8. Should a conflict arise that negatively affects the work environment, the administration reserves the right to address the issue with both parents and staff and respond as necessary with any corrective action.

Pest Management

In the case that there is a pest infestation, the Spartan Child Development Center will notify families at least 48 hours prior to pesticide treatment. A notice will be posted on the exterior doors of the building and an e-mail will be sent to families with information about the treatment.

Enrollment Policies and Procedures

Hours of Operation and Enrollment Schedules Offered

Spartan Child Development Center is open from 7:30 am to 5:30pm Monday-Friday.

- Full-Time Enrollment
 - Monday through Friday; 7:30-5:30
- Part-Time Enrollment (starting in Toddlers)
 - Mon/Wed/Fri or Tues/Thurs; 7:30-5:30

Planned Closures

- Labor Day
- Thanksgiving Day and the Friday after Thanksgiving
- Christmas Eve and Christmas Day (observed two weekdays)
- The weekdays in-between the Christmas and New Year's Holidays
- New Year's Holiday (observed two weekdays)
- Martin Luther King Jr. Day (for Professional Staff Development)
- Memorial Day
- Independence Day
- Two days prior to the Fall Semester (for Professional Staff Development)

*International Night is a community event that occurs annually. Families will be notified in advance of the date and time of this event. SCDC will close early to allow for event set-up and full tuition will be charged for this day.

SCDC Semesters

Spartan Child Development Center operates within semesters that are similar to Michigan State University's semester schedule. Semester dates change each year. The semester dates will be emailed to families prior to the start of fall semester each year.

The semesters are as follows:

- Fall Semester: Late August to Mid-December*
- Spring Semester: Beginning of January to Second week of May*
- Summer Semester: Mid-May to Third week in August*

Schedule Changes and Enrollment Requests

Families are expected to retain their child's enrollment schedule for a whole semester. Schedule changes must be submitted at least 4 weeks prior to the start of the new semester and will be approved based on availability. Approved enrollment schedule changes will take effect on the first day of the new semester.

Enrollment schedule change requests submitted after the start of the semester will be considered and approved based on availability. Schedule changes submitted and approved after the start of the semester will take effect on the first day of the month following the approval. The Executive Director will review schedule change requests and respond to the family within 2 weeks.

Summer Enrollment

Spartan Child Development Center does not retain childcare spaces during the summer months without payment.

Summer Enrollment for Preschool 4 Children- *required for all Preschool 4 children enrolled for the summer*

Due to the planning of our Preschool 4 Summer Field Trip Program, families with a child enrolled in our 4-5-year-old classrooms will be asked to submit a Summer Enrollment Form no later than 4 weeks before the start of the summer semester.

- The Summer Field Trip Program fee will be billed with May tuition. The Summer Program fee amount will be based on the plans indicated on the summer enrollment form. This fee is non-refundable.

All Preschool 4 children entering kindergarten in the fall will have their enrollment terminated as of the last day of SCDC's Summer Semester.

- Enrollment extensions cannot be permitted due to in-center transitions and new children being enrolled for the fall semester.

Please note: The last day for Preschool 4 (4-5 year-olds) children going into Kindergarten will be the last day of SCDC's summer semester.

Choosing to Terminate Enrollment for the Summer and Reapply for the Fall

Families may choose to terminate enrollment for the summer and reapply for enrollment with the start of the fall semester.

The following will apply:

- Families must complete a current application for each child wishing to enroll in the fall semester.
- A non-refundable application fee must be paid in order for the application to be added to the waitlist. This fee is non-refundable.
- The application will be added to the waitlist according to enrollment and waitlist policies. Priority is not given to previously enrolled families.
- All current tuition balances must be paid in full, prior to the termination date, in order for the application for the fall semester to be accepted.

Classroom Transitions

Children are eligible to transition when certain criteria are met:

- When the child meets the required age.
- When the child is developmentally ready.
- There must be space available in a classroom and on the days requested. If space is not available in a classroom or on the days requested, the child's name will be placed on an in-center waiting list.
- Infants and toddlers are encouraged to remain in classrooms for at least 9 months before transitioning to a new classroom.

Teachers and families are given a transition plan with details about a transition schedule, which includes explanations of how both teachers and parents can support the child during this time. Parents are encouraged to stop in the child's new classroom, meet the teaching staff, and begin building the parent-teacher relationship prior to the transition start date. The length of transitions varies in each age group, and transition plans can be individualized to meet children's needs. You can visit our [website](#) for more information about transitions.

Drop-In Child Care

On an occasional basis, Spartan Child Development Center allows families of currently enrolled part-time children to request care on days that are not a part of their child's regular enrollment schedule.

Procedure:

- Drop-in care requests may be made 48-72 hours in advance of the desired day
- All requests must be made to the front office
 - Families should not discuss drop-in day requests with SCDC staff
- A Drop-in Child Care form is available at the front desk and must be completed, signed, and turned into the front office staff prior to the request being reviewed
 - A family will be notified within 24-48 hours whether the request has been approved
 - Notification may include email, by telephone, in person, or written communication placed in the child's locker
- Drop-in care is only available if a classroom is under enrolled or another family has confirmed their child's absence on that day (ie: vacation)
 - Drop-in care requests are dependent upon enrollment, staffing, and the teacher(s) approval
- A family's tuition account with SCDC must be in good standing in order for a drop-in care request to be approved
 - A family will be required to pay tuition for the day of drop-in care
 - The drop-in day rate for a full day will be the same as the child's regular daily rate
- Drop-in care requests may occur on an occasional basis; no more than 3 times per month

Voluntary Withdrawal of Enrollment

Voluntary Withdrawal from SCDC will require a four-week notice. Failure to notify The Center is a breach of contract and deposit amounts will be forfeited.

A child may be withdrawn upon written request of the parent or guardian. This voluntary withdrawal is subject to the following terms:

- a. Parent or guardian is responsible for payment of tuition fees through the child's last day of attendance or four weeks after notice is provided, whichever is later. All tuition must be paid in full on or before the last day of attendance.
- b. Excess fees that have been paid to the tuition account will be refunded.
- c. Long term illness: continued absence for documented medical causes.
 1. Readmission is contingent upon space available at the time care is needed. The child's name will be placed at the top of the in-center waiting list.
 2. The status of a child's health and estimated date of re-admission to the Center must be medically documented and reported to the Center every month for the child's name to remain at the top of the in-Center waiting list.
 3. Parents may choose to continue paying fees during a long-term illness and their child's space will be held for them until the child returns to the Center.

- d. At the discretion of the Executive Director, the 4-week notice requirement may be waived and the Executive Committee of the SCDC Board of Directors must be notified of such a decision.

Guidance for Temporary Exclusion or Termination of Enrollment

SCDC seeks to limit temporary exclusion or expulsion of enrolled children. These actions will only occur after all other possible interventions have been exhausted and when it has been determined that the action is in the best interest of the child. SCDC may temporarily exclude or administratively terminate a child/family's enrollment as follows:

1. SCDC may temporarily exclude or terminate a child's enrollment if a parent/guardian fails to comply with any of the policies and/or procedures outlined in the SCDC Family Handbook, NAEYC standards, and/or licensing standards, or if the child is unable to keep themselves or others safe. Temporary exclusion includes but is not limited to these types of circumstances:
 - a. Missing required licensing forms and/or enrollment paperwork.
 - b. Past due tuition balance with no response to finding an alternate solution for payment.
 - c. Violation of health and safety policies.
 - d. Safety concerns.
 - i. If a child is unable to keep themselves or others safe, a family may be asked to pick up their child early and allow them time to "reset" overnight or until the next scheduled day of care.
 - ii. Repeated temporary exclusions or other instances where a child or family presents a threat to him/herself or others *may* lead to termination of enrollment as described further below.
2. SCDC may terminate a child's enrollment if the child poses an *ongoing* threat to the physical, emotional, or mental health and well-being of other enrolled children and/or staff. In these circumstances, enrollment may be terminated after any of the following occur:
 - a. SCDC Administration will meet with the family, and any staff working directly with the child, when applicable, to discuss the problem and agree on suitable action. Suitable action may include, but is not limited to, any of the following:
 - i. Creating and implementing a behavior plan
 - ii. Evaluation of the child by a health care professional
 - iii. Referral to Early On, the child's home school district, or other applicable early childhood services
 - iv. Immediate termination of enrollment if SCDC is not able to maintain a safe environment.
 - b. If the problem is not resolved or significant progress is not made within one month of the first family meeting, the Executive Director will do the following:
 - i. Make a recommendation for next steps, which may include but is not limited to any of the following:
 - Continue the present course of action
 - Set a date for re-evaluation
 - Revise the present course of action
 - Terminate the child's enrollment
 - ii. In making a recommendation, the Executive Director may consider whether the family is actively seeking additional resources or support.
 - iii. The Executive Director will update the Executive Committee of the Board of Directors on the matter and the planned course of action.
3. SCDC may also terminate a child's enrollment if a parent/guardian poses a threat to the physical, emotional, or mental health and well-being of enrolled children and/or staff.
 - a. In these cases, the Executive Director will immediately notify the Executive Committee of the Board of Directors to determine the proper course of action. In addition, if there is an immediate, serious threat to children and/or staff, SCDC Administration will notify the MSU Police Department.
 - b. Potential action may include, but is not limited to, the following:

- i. Meeting with the parent/guardian and representatives of SCDC Administration and the Board of Directors, to discuss concerns and agree upon a course of action to ensure the safety of all children and staff. SCDC may invite legal counsel and/or law enforcement authorities to the meeting as indicated.
 - ii. Termination of the child's enrollment.
 - iii. Initiation of legal action, including referral to law enforcement.
4. SCDC will provide families with recommendations for alternative child-care placement in the event of an enrollment termination.
5. SCDC will comply with all relevant state and federal civil rights laws and regulations.

Tuition Policies and Procedures

Fees

Tuition payments are due in advance to the terms specified in the tuition contract (see payment schedule information located in the parent contract). Enrollment may be terminated if fees are not paid on time.

- Additional charges will be assessed for late pick-up and/or late fee payment.
- MONTHLY: Payment is due on the first day of attendance each month.
- BIMONTHLY: Divide the total month's tuition into 2 payments that are due on the 1st and 15th of the month.

The Center does not offer a fee waiver or refund for sick days, family emergencies, vacations, or extended trips.

Equipment Fee

The Center will charge a quarterly equipment fee of \$25.00 for each child enrolled. This fee helps to maintain the larger equipment in the building (washer, dryer, sanitizer, etc) and is also used towards the purchase of soap, tissue, paper towels, wipes, and toilet paper.

Non-Sufficient Fund Charge

A \$25.00 charge will be assessed for any checks returned for non-sufficient funds. The charge will be removed only upon presenting written proof of bank error.

Late Charges

As previously stated, tuition payments are due in advance to the terms specified in the tuition contract. If payments are not received on or before the specified due date, a late charge of \$20.00 will be assessed the day following the due date. In addition, the following steps will be taken and are specified below in greater detail:

1. Balance due notice
2. Payment plan
3. Termination
4. Further collection

Past due balance notices will be given according to the following schedule:

- 10 days past due balance; a balance due notice will be sent as a reminder.
- 20 days past due balance; a second notice is sent from the Business Manager requesting payment immediately and a suggested payment plan with payment due within 7 days.
- 30 days past due balance; a third notice is sent from the Business Manager including payment arrangement, terms of the agreement or the fact that agreement has not been set. Full payment will be due immediately.
- 45 days past due balance; a final notice is sent from the Director noting that child care services will be terminated. The account will then be placed into collections and child care services will be terminated.

If a family deviates from their payment plan or agreement at any time during the process, contact will be made with the family within five to ten business days to notify them of the breach and attempt to resume the plan with payment made no later than ten days from the initial notice.

If payment arrangements are not kept or breach continues longer than ten days, a notice that child care services will be terminated with an effective date will be sent to the family. The account may be placed into collections and legal action may be taken by the Board of Directors.

Late Pick-Up Policy and Fee

When parents are late picking up their children from the Center, an overtime fee will be charged.

- The fee is \$25.00 per child and will be assessed to all families who do not pick their children up *and exit the building* by 5:30 pm
- Five minutes after the expected pick-up time, all children or parents remaining in the building will be charged an additional \$1.00 per minute, per child until the family has left the building.

Picking up a child one half-hour or more after the expected pick-up time will require a meeting with the Executive Director or Assistant Director.

Confidentiality Policies and Procedures

Enrollment Information

Any information concerning a child's enrollment at Spartan Child Development Center is regarded as confidential. The Center staff will not discuss an individual child with anyone other than the child's parents, custodial parent, guardian, or persons designated by parents. Non-specific family information, (e.g. ethnic group) is used when applying for grants, the USDA Food Program, and other funding opportunities.

Research

When the Center receives requests from faculty and students to conduct research with children, extreme care is taken to ensure that each research project is in no way harmful to children and will not invade a family's privacy. All research requests are submitted to the Executive Director and forwarded to the SCDC Research Committee for review. Parents are informed of each research project in which your child is asked to participate. Children can only participate with parental approval. All resulting papers, articles or products will be made available to parents and staff.

Photographs

The Center may photograph children for the following purposes based on parental consent given in the Information and Permission Form at the time of enrollment:

- Children's Portfolios
- Displayed in the Classroom or Center
- Newsletters for classroom
- SCDC printed marketing materials
- Social Media

Any requests to use the children's photographs for public purpose (e.g. newspapers, newsletters for the community, websites) are handled in the following way:

1. The person making the request will submit a letter informing parents of the date, time and purpose for which the pictures are being taken.
2. Parents are requested to sign a statement indicating approval or disapproval of their child's participation in the project. If for any reason the parents do not want the child to participate, arrangements will be made by the classroom staff to comply with the parents' wishes.
3. If the parents do not wish for their child to be photographed at any time, a signed statement is kept in the child's file.

Video Surveillance

Spartan Child Development Center allows the use of video surveillance to promote the safety and security of children and staff, protect Center property, deter and prevent criminal activities, and enforce center rules. The

video surveillance system is closed access and is not accessible to Center parents or third parties. Only individuals authorized by the Center Director shall have access to video monitors while they are in operation.

Spartan Child Development Center may use recordings resulting from video surveillance for inquiries and proceedings related to law enforcement, deterrence, and staff discipline. Video surveillance may be reviewed by the Center Director for the purpose of determining adherence to Center policies and rules. Video monitors and records will not be available to Center parents and caregivers in order to protect the privacy of children in the classroom. Exceptions may be granted by the Center Director in cases where footage is being reviewed or stored for reasons described above. Video recordings may be released to third parties when recommended by legal counsel or required by subpoena.

Special Circumstances of Confidentiality

If there are special circumstances regarding the confidentiality or release of children, it is the parents' responsibility to inform the Center staff and provide the necessary documentation.

Department of Human Services Licensing Notification

Spartan Child Development Center is licensed by the state of Michigan to provide child care and education services for children ages two weeks to six years old. Comprehensive background checks (including fingerprinting) and medical clearances are required of all prospective employees and volunteers.

The 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 the past two years are available on the Bureau of Children and Adult Licensing website at www.michigan.gov/michildcare. Parents are asked to sign this licensing notification as part of their Child Care Contract with SCDC.