

Vision Statement

Our community is a place where children are respected as individuals and entrusted to use their voice about their learning experiences.

Children have the opportunity to create, explore, and imagine experiences in diverse environments. Families have the support and resources to help guide the growth of the whole child. We respect and value individual, cultural, ethnic, and racial diversity and provide a program that is fun for children, to enhance their love of learning

Philosophy

Individual Child First Approach

We believe each child learns and develops differently. Our approach is to look at their individual needs and tailor our learning activities to grow the whole child.

Advocate on behalf of Children

Our first job as caregivers is to be there for our students and ensure their safety and well-being. At times, we must be their voice, when they cannot speak for themselves.

Create Fun and A Little Weirdness

Learning happens best when we are having fun. Some people might think we are a little weird. Here at Little Angels, directors crawl around barking like dogs with the children and teachers sing clean up directions. If it puts a smile on their face and encourages involvement, we like to be silly.

Be Adventurous, Creative, and Open-Minded

The whole-child develops when children try new things, explore new ideas and are open to meeting new people. We also believe in risky play for children. Risky, or adventurous, play is beneficial to children's development by helping them cope with stressful situations, learn how to follow-through, improve social interaction skills, increase creativity, assist in understanding their limitations, improved motor skills, and improve cognitive understanding of the environment.

Pursue Growth and Learning

We value the development of our staff and believe that it is important to provide them with the building blocks of success. We hold monthly workshops to give them hands-on tools and experiences. These can be seen in the classroom, where lesson plans are adapted to fit children's needs in an age-appropriate manner, situations are handled with conflict-resolution planning, and room lay-out is thought through to provide a quality learning environment.

Build Open and Honest Relationships through Communication

Relationships are strongest when open and honest. The parent-teacher partnership is essential to how we work together to help the child grow.

Build a Positive Team and Family Spirit

We love our teachers. They are the heart and soul of our school. Staff are paid for closed holidays and receive paid vacation time.

Do More with Less

It's important to not over stimulate ourselves. It's also important to get in touch with the world around us, and use those teachable moments.

Be Passionate and Determined

Passion and determination make the world go round. It is our hope to instill quality characteristics in every life we touch.

Be Humble

Kindness, respect, and manners are taught by example.

Curriculum Inspired by the Reggio Emilia Philosophy

The staff of Little Angels Learning Community is committed to providing a high-quality program for children and their families. We recognize each child as a whole person entering our programs from a variety of backgrounds and at many different stages of development. Our program is designed to enhance the cognitive, physical, social, and creative skills of each child. We strive to provide a safe, nurturing, and stimulating environment where children can satisfy their own natural curiosity and discover joy and wonder through exploration.

We strongly believe that children learn best through experiences and a balanced program that includes a negotiated curriculum of both teacher-directed and child-initiated activities. Our teachers are co-collaborators with children. They act as guides, mentors, and models, as we observe, reflect, and hypothesize.

Our commitment is to foster an open and cooperative relationship between home, school, and community. Little Angels seeks to be responsive to families' needs. It is our desire to have parents, teachers, and staff work together to build a foundation for a lifelong love of learning.

History of Reggio Emilia Immediately after World War II, a town in Northern Italy called Reggio Emilia decided to bring hope to their families. Out of the ruins, they constructed quality preschools for their children. In present times, Reggio Emilia has been broadly recognized for having some of the best infant/toddler and preschool programs in the world. The Reggio Emilia approach to education is committed to the creation of a learning environment that will enhance and facilitate children's construction of his/her own powers of thinking through the combination of all the expressive, communicative and cognitive languages. The Reggio Emilia approach is based upon the following principles:

Emergent Curriculum An emergent curriculum is one that builds upon the interests of children. Topics for study are captured from the talk of children, through community or family events, as well as the known interests of children (puddles, shadows, dinosaurs, etc.).

Representational Development The Reggio Emilia approach calls for integration of the graphic arts as tools for cognitive, linguistic, and social development. Presentation of concepts and hypotheses in multiple forms of representation – print, art, clay, construction, drama, music – are viewed as essential to children's understanding of experiences.

Collaboration Collaborative group work, both large and small, is considered valuable and necessary to advance cognitive development. Children are encouraged to talk about, compare, negotiate, hypothesize, and problem solve through group work. Within the Reggio approach, multiple perspectives promote both a sense of group membership and the uniqueness of the child as an individual.

Documentation Documentation of children's work in progress is viewed as an important tool in the learning process for children, teachers, and parents. Pictures of children engaged in experiences, their words as they discuss what they are doing, feeling and thinking, and children's interpretation of experiences through the visual media are displayed as a graphic presentation of the dynamics of learning.

The Role of Three Teachers Reggio Emilia schools believe that there are three primary teachers for our children. The first teacher is that of the parent, the second is the actual teacher, and the third teacher is the environment.

- **The Role of the Parent** The active participation of parents in the life of the school is an essential component of the educational experience. Families are encouraged to be actively involved in meetings, conferences, celebrations, and events. Partnering with families is essential for consistent, positive experiences both at home and at school. Parents are aware of what is happening in the classroom through posting of daily activities and class newsletter.
- **The Role of the Teacher** Our expectations are high and we demand nothing less than the following from our teaching teams:
 - To help children see the connections in learning and experiences.
 - To co-explore the learning experiences with the children
 - To provoke ideas, problem solve, and conflict resolution
 - To take ideas from the children and return them for further exploration
 - To organize the classroom and materials to be aesthetically pleasing
 - To organize materials to help children make thoughtful decisions about the media
 - To help children express their knowledge through representational work
 - To document children's progress: assessments, checklists, journals, photographs, portfolios, etc.
 - To foster the connection between home, school, and the community
- **The Role of the Environment** The environment is designed to provide a variety of sensory experiences in an aesthetically pleasing manner, using both indoors and outdoors as learning spaces. Items found in nature are incorporated into the classroom materials and considered an important part of developing an appreciation for the world around us. Teachers carefully arrange the room and display all materials so that children can make thoughtful decisions when working and exploring. Documentation of children's works, plans, and collections that children have made from outings are displayed at both the children's and adult eye level. The classrooms provide an enriched environment that nourishes each child's development.

Little Angels Curriculum Goals

1. Help the child develop expressive and receptive oral language
2. Help the child become an independent thinker who can make choices and decisions
3. Help the child move from needing outer authority to the control of his/her own behavior (self-discipline)
4. Help the child develop confidence in his/her ability to achieve goals through independent effort, as well as teamwork
5. Help the child develop an understanding of feelings and how feelings motivate behavior; help the child gain control over how feelings are expressed and learn acceptable ways of dealing with, and expressing strong feelings
6. Help the child develop social skills needed to be successful in interpersonal relations, to function successfully in the peer group and to learn from peers
7. Help the child learn to respect, value, and have tolerance, for individual, cultural, ethnic, and racial diversity
8. Help the child develop interest and ability to process graphic symbols (such as letters, use of sign language) and associated pictures and language in its written form (early reading and writing)

9. Help the child develop intellectual curiosity, skills in observing, problem solving, and learning through his/her efforts (science/math)
10. Provide information on, and experience with, the social and physical world that the child needs to function adequately (social studies)
11. Develop the aesthetic sensibilities and horizons through artistic, academic, and intellectual experiences, especially art, music, and creativity
12. Facilitate the child's physical skills through provisions of large and fine-motor activities
13. Provide a program that is fun for children, to enhance their love of learning

Approach to Discipline

At Little Angels, we use discipline as a teaching and learning tool rather than punishment. Classrooms have fair and simple rules. Acknowledgement of appropriate behavior leads children to learn cooperation and sharing, as well as self-control.

- We believe if you keep children active and engaged, there will not be enough time for troubled behavior.
- To avoid on-coming problems, we use **Redirection**. Redirection is guiding a child's behavior by suggesting what he/she CAN do, instead of what he/she CANNOT do. For example, if the child is throwing blocks, the teacher will suggest that the child can throw blocks into a bin or give the child balls to throw, instead.
- We do not use "time outs" in the traditional sense. Instead, if a child gets over-excited at an activity, teachers may have them 'take a break' from that activity and choose an alternative one, instead.
- Conflict Resolution (Based on the HighScope Method)
 - Approach calmly (at children's eye-level, kneeling or crouching), and stop any hurtful actions.
 - Acknowledge the child's feelings (assist in labeling, if necessary)
 - Gather information
 - Restate the problem
 - Ask for ideas for solutions and choose one together
 - Be prepared to give follow-up support

Hours of Operation

Our hours are Monday through Friday from **7:00 a.m. to 6:00 p.m.**

Pick Up/Drop Off

We ask that your child be dropped off by 10 a.m. or earlier, to take full advantage of the learning opportunities the teachers have planned. At the end of the day, please plan to be here by 5:45 p.m. to discuss the day with your child's teacher and gather belongings. You must be out of our area of the building by 6:00 p.m. If your child is half-day, they must be picked up by 12:30 p.m. If your child will not be in attendance, please call the Center. At 10 a.m., if your child is not here, many times our staff will begin calling to check in.

Late Pick Up Fee

When you know that you will be late, please call as soon as possible. The fee for late pick-ups is **\$1.00 per minute**. This fee will apply to our half-day children, as well.

Tuition Policies

We operate under a guaranteed income policy. This policy states that tuition is paid in full, whether the child attends their scheduled days or not.

Billing Procedures and Methods

You may pay weekly or monthly. All payments are pre-payment for the week or month ahead. For weekly payers, you will receive a statement on Friday for the following week and payments are due on Monday morning. For monthly payers, you will receive a statement on the last business day of the month and payments are due on the 1st business day of the month. Our preferred method of payment is automatic debit from your personal checking account. For weekly payers, payments will be processed on Monday mornings. For monthly payers, payments will be processed on the first business day of the month. Payments may also be made using a Visa or MasterCard for an additional \$2 per day fee either online through Tuition Express or at the check-in/check-out computer. A \$25.00 late fee will be assessed for every week that your tuition is late.

Adding/Changing Schedule

We do allow part-time families to change or add days their child attends, when available. We charge a \$10 fee per approved change. Please fill out a "Child's Schedule Change Request Form" and give it to one of the office staff. Schedule changes must be requested at least 2 weeks in advance and are not guaranteed. These forms should be filled out for both permanent and temporary changes. Permanent schedule changes, those lasting more than 3 months, are not subject to the schedule change fee. Permanent changes must be requested 30 days in advance

Policy for accepting DHS/CCN or other Scholarships

Full payment of tuition is expected by the parent before their DHS or scholarship is approved. All parents WILL have a parent portion. Any parent/guardian receiving assistance from the Department of Human Services (DHS), or any other agency, must notify the Center of any change in payment status. The parent is responsible for any reimbursement changes made by the State. Charges will be retroactive from the date the state elects to change your status. If your tuition assistance is cancelled, you are responsible to reimburse the Center for any non-payment.

Fee Changes

Each year we assess our rates. Adjustments are made for cost-of-living increases. You will be given a thirty-day notice of any changes/increases.

Tuition Rates

Effective 8/3/2018

Rates are subject to change with a 30 day notice

Placement depends on child's development and space availability

<u>Room/Group</u>	<u>Weekly</u> Fulltime (Monday – Friday)	<u>Part-time</u> <u>Daily</u> Minimum of 2 days per week
Infant/Toddler	\$325	\$75
Young Preschool	\$260	\$62
Preschool/Pre-K	\$250	\$60
Preschool Half Day	\$190	\$45

School Age Care

Please call for (734) 998-0233 for accurate rates

Meals and Snacks:

If your child is eating table food, breakfast and lunch are included in our half-day rates and full-day rates include breakfast, lunch, and a PM snack. Infant Program meals are served on demand. For the Toddler and Preschool programs, breakfast is typically served from 8:00 a.m. to 8:30 p.m. On the rare occasion that your family is running late, please call if you would like your child's teachers to save them a plate. Lunch is served around 11:30 a.m. and a PM snack is served approximately 3:15 p.m. School Age includes breakfast for Before Care and Snack for After Care and Full Days include breakfast, lunch, and a PM snack.

Half Days:

We offer AM half days to our Preschool age groups. Hours of half day care are 7:00 a.m. to 12:30 p.m. with a minimum of 2 days per week.

Sibling Discount:

We offer a 10% tuition discount for your second child and each additional sibling enrolled here. When one of your children graduates, the discount will be adjusted.

Registration Fee:

A \$125 registration fee is required at the time of sign up for the first child, for any additional child it is \$60. This is a one-time non-refundable fee and does not go toward weekly tuition. You must start within 1 month of paying your registration fee. Exceptions are made for those inquiring while still pregnant and plan on starting within 3 months of birth.

Little Angels Preschool & Daycare Closed Calendar

(Please remember, these are paid holidays for your child's teachers)

New Year's Day
Martin Luther King, Jr. Day
Good Friday
Memorial Day
Independence Day
The-Day-After Independence Day
Labor Day
Close @4:00 for Halloween
Thanksgiving Day
The-Day-After Thanksgiving (Friday)
Christmas Eve
Christmas Day
The week between Christmas and New Year's
New Year's Eve
New Year's Day

These days are subject to change with 30 day notice.

Hazardous Days/Snow Days

The Center must meet the guidelines set by the Department of Human Services. If the Center is unable to meet required staff-to-child ratios, because the staff is unable to drive to work safely, or if most the staff is out ill, the Center will be forced to close. Little Angels is a part of the Detroit Media School Closings Alliance. When/If we are closed; it will be announced on the following media outlets: Fox 2, Local 4, Channel 7, CBS Detroit, CW 50, WWJ 950 News Radio, and News/Talk WJR. We DO NOT follow the public schools when determining whether we remain open on hazardous days. Please note, these days will be paid by parents.

Business Interruptions

In the rare event Little Angels must close due to an unforeseen problem, such as an electrical outage, flood, no heat, or no air conditioning, our teachers and staff will still be paid. Therefore, parents must also pay their tuition the days we are closed. We will not reimburse any tuition already paid.

Vacation Time

If you are a family that is contracted to attend Fulltime (Monday through Friday), you are eligible for 1 week (5 days) of unpaid vacation per calendar year. You must request this 2 weeks in advance on the Vacation Time Request Form in the office area and it must be used for 5 consecutive days within the same week. If you are using your vacation time for the week between Christmas and New Year's, you must request this 4 weeks in advance.

Leave of Absence

Children who may be gone for a month or more can apply for a Leave of Absence. Leave of Absences must be applied for 30 days in advance and can only be used for the summer months (May through September). We require that you pay for 2 FULL DAYS per week during this time and give us a date to resume your child's normal schedule upon your return. Your child is not required to attend those 2 days, but you will be required to pay. We do not do Leave of Absences any other time of year.

Grievance Policy

Little Angels is committed to providing a high-quality program that meets, to the greatest extent possible, children's and family needs. In case of concerns, first discuss the situation with your child's teachers. If the problem is not resolved, discuss the situation with the Director. Every effort will be made to achieve resolutions that are in the best interest of the child, family, and the Center.

Duration and Withdrawal

Our contract will remain in effect until you provide written notice to the Center that you wish to discontinue services. You must provide a one month notice prior to cancelling services. If proper notice is not given, you must pay one month's tuition beyond the last month that your child attends.

Parent Responsibilities

- Sign children in and out daily
- Keep all records up-to-date, including immunizations, physicals, addresses, phone numbers, and allergy information
- Keep tuition payments current
- Send children in appropriate clothing and shoes
- Provide weather-appropriate outdoor attire for your child (snowpants, boots, coats, etc.)
- Bring a box of tissues and a container of wipes, as requested by your child's teacher
- Provide labeled pre-made bottles (if applicable)
- Provide diapers and/or pull-ups (if applicable)
- Always have extra sets of clothing to keep on hand (pants, shorts, shirts, socks, underwear)
- Provide a bottle of sunscreen and bug spray for your child. Please NO spray sunscreen!

- Provide a crib-sized fitted sheet and small blanket for rest-time (Not applicable for half days)

Parent Volunteers

Hundreds of research studies have proven that when parents get involved, children do better in school. We welcome parents who would like to volunteer! Talk to your child's teacher to find out a good time to come into their classroom! We also always need volunteers for our Halloween parade, Multi-Cultural Thanksgiving Potluck, the several fundraising opportunities, and our Moms and Muffins/Dads and Doughnuts events. More information is posted as these events draw nearer.

Communication

You can sign up for our newsletter through our website. This monthly communication gives you valuable information and reminders. Our menu and special days are also available on our website. If you would like physical copies, they are located in the office area.

Health Appraisal/Immunizations/Physical Record

The Michigan Department of Consumer Industry Services requires that parents maintain their child's "Health Appraisal/Immunization Record." Physicals are required yearly and Immunizations are required as your child receives them. Your child is required by law to have an up-to-date immunization report and physical while enrolled in a licensed child care center. You will receive periodic reminders if your child falls behind on their immunizations. Please do not disregard these notices. **All children in our care must have their immunizations, unless there is a medical reason stated in a doctor's note. In addition, parents of these un-vaccinated children must attend a class through the Washtenaw County Health Department and have a notarized letter from them stating that they attended the class.**

Child Information Sheet

The Michigan Department of Consumer Industry Services requires a current Emergency Medical Card be on file. Any changes or updates are the responsibility of the parent. A job change, new address, new phone numbers (including cell phones) or changes in a pickup person, should be made with an administrator. Physician's name and phone number must be provided as well as your hospital of choice. A parent's signature is required on the Parent Information/Emergency Medical Card giving us permission to seek emergency medical attention if needed. Your Information Card indicates who can pick your child up from the Center. Your child will not be released to anyone other than individuals mentioned on the Information Card. Please do NOT give your door code out to anyone. We will require picture identification from anyone picking up your child. That identification will be checked against the name and spelling you have provided.

Emergency Medical Care

The following steps will be taken when we feel emergency medical attention is needed for your child:

- Call 911
- Administer medical attention to the extent of our expertise
- Contact the parent/guardian. If you are unable to be reached, we will call the emergency contacts in the order you've listed on the Child Information Sheet
- Have the child taken to the emergency room of the hospital listed on the Child Information Sheet
 - A staff member will accompany the child until the parent/guardian arrives.
 - We will never transport a child in a personal or company vehicle to the hospital.
- We will email all parents letting them know that paramedics did visit our building, however, no details will be shared to protect all of those involved.

You have 30 minutes to respond to the Center after an Emergency Call has been placed to your cell phone, home, or business. The Center will not be responsible for situations that may occur because of false information or lack of updated information on your Child's Information Sheet. Any expenses incurred because of these situations are the responsibility of you, as the parent or guardian.

Illness Policies

The State of Michigan requires that the Center abide by all the rules and regulations set by the state. By law a child who has a contagious disease must not attend the Center. A report of your child's condition should be given to the center while your child is ill, so that appropriate precautions may take place. If your child has been diagnosed as having a contagious disease or illness, please notify Little Angels immediately. Whenever a contagious illness has been reported, we will post a contagious illness notification near the sign-in computer and we will email all the parents whose children have been affected. **PLEASE BE CONSIDERATE NOT ONLY OF THE HEALTH AND COMFORT OF YOUR CHILD, BUT ALSO THE HEALTH OF THE OTHER CHILDREN AT THE CENTER.**

If your child has an illness and must be picked up, a parent/guardian has 30 minutes to respond with a plan of action. Your child must be picked up by you or someone on the pick-up list within 1 hour of the initial phone call.

STATE RULE 400.5113 (b) A child too ill to remain in a group shall be placed in a separate area where he or she may be comfortably cared for, supervised, until he or she can be taken home.

- **Fever:** If your child has a fever of over 100.5, they must be excluded from care. To return, your child must be fever-free, without medication, for at least 24 hours. If you take your child to the doctor and have received a doctor's note stating they may return because their fever is due an ear infection or teething, it must be stated in the doctor's note. These are the only cases that we will allow a child to return with a fever. If your child received vaccinations that may cause a fever, please bring in their immunization records. If your child is especially fussy and uncomfortable after vaccinations, you may consider keeping them home, as well.
- **Vomiting:** One isolated case of vomiting is not-in-and-of-itself a reason to keep your child home, nor is it a reason your child would be sent home. If your child vomits twice in an hour, or is accompanied by other symptoms, they should be excluded from care. To return, they must be vomit-free for 24 hours.
- **Diarrhea:** If your child has a runny stool more than twice per hour, they must be excluded from care. To return, they must be diarrhea-free for 24 hours. If your child requires a special diet for this time, please provide the appropriate foods.
- **Rash:** If your child develops a rash while in our care, you will be asked to pick up your child. He/she may return with a doctor's note stating what the rash is from. If your child comes to the Center with a rash, you must have a doctor's note stating what it is.
- **Hand, Foot and Mouth Disease:** Although doctors have differing opinions on when it is ok for a child to return to school, our policy is that ALL blisters or sores must be scabbed over and NO NEW blisters or sores appear for 24 hours. There also must not be any sores in the mouth to return.
- **Pink Eye:** Should your child become infected with conjunctivitis (Pink Eye), he or she must be on medication for 24 hours before returning to the Center.
- **Ringworm:** If your child has ringworm, it must be treated for 24 hours and be covered while at the Center until it is gone.
- **Lice:** If your child shows evidence of head lice, you will be notified immediately, and we will ask you to pick up your child. We will inspect your child before admitting them back to the Center.

- **Colds and Ear Infections:** These are not normally reasons to keep your child at home, but it should be noted that many times an ear infection or cold may be severe enough to make your child too uncomfortable for daycare. A day's rest may be all they need to feel better.
- **Viruses:** Children with measles, mumps, rubella, chicken pox, or other viruses should be kept at home until their doctor says they may be around other children.
- **Abnormal Behavior:** If your child shows signs of lethargy, long periods of crying, irritability, and generally is not acting like their normal self; you may want to keep them at home. If you do bring them in and they require long periods of individualized care or seem to be extremely uncomfortable, they may be sent home.
- **Injury:** If your child should ever injure themselves and there is any question as to whether medical attention is needed, we will contact you and ask that you at least contact your doctor. If serious injury should ever occur, we will contact you immediately and seek medical attention for your child.

If your child is diagnosed with something that is not on this list, we follow guidelines from the Washtenaw County Department of Public Health.

If you feel your child is too ill to go outside to play, then they are too ill to be at school. State of Michigan mandates (**R 400.8170**) that "A center operating with children in attendance for 3 or more continuous hours per day shall provide daily outdoor play." Please dress them appropriately because we will be going out to play in the snow, sand, grass, and/or water in the winter, spring, summer and fall seasons.

Head-Injuries

Head injuries can be extremely serious. Therefore, if your child ever receives a head injury while in our care, you will receive a phone call or text shortly after it happens. You will not be required to pick up your child, but we will allow you to have the option to pick them up and take them to the doctor. Our staff is trained to recognize the symptoms of concussions and will keep a close eye on a child that has suffered a head injury.

Incident Report Forms

We always want you to be aware of any injury or incident that your child may have been involved in throughout the day. Incident Report Forms, or "Pink Sheets" are one of the ways we communicate with you about these incidences. If your child is sent home with an illness, had an on-site injury, had an at-home injury, was involved in any inappropriate behavior, or had a biting incident, a teacher will fill out one of these forms and you will be asked to sign it. Even if no initial bruise or mark was left from an incident, we always want you to be aware of them.

Medication

The Center must have on file written record of all medications given to each child. Medication must be in the original container from the pharmacy. We must honor expiration dates. Medication permission slips can be received from any staff person. The parent must give the first dose of any medication at home. Any child receiving a new medication for the first time must be on the medication for at least two doses given by the parent at home in case of an adverse reaction.

Allergies

If your child has ANY kind of allergy/sensitivity you are required to inform management. We will convey it to your child's teacher, so there isn't any confusion as to the severity or procedure you want us to follow. We will take a picture of your child and place it on the cabinet in the kitchen area where any substitute teacher, as well as regular teacher/staff, can see it. Little Angels is a nut-free and beef and pork-free facility. Since we are a nut-free facility, please do not bring in almond milk or any kind of nut butters in your child's snacks or meals from home.

Diapering and Toilet Training

From **Section R400.5209**; Caregivers shall thoroughly wash his or her hands after each diapering and after cleaning up bodily fluids; using soap and running water. Toilet training shall be planned cooperatively between the parent/guardian and the primary caregiver. The caregiver shall change diapers at least every 2 hours unless napping or soiled. While potty training, please dress your child in “easy on, easy off” attire; free of buttons, belts, and snaps. We ask that you also refrain from dressing your child in “onesies” during potty training, as well. Please bring at least 3 different sets of clothing during this time, including socks, underwear, pants, and shirts, as accidents are expected during this period.

Rest-time

The State of Michigan Licensing Department mandates (**R 400.8188** Sleeping, resting and supervision) naptime or quiet time shall be provided when children under school-age are in attendance 5 or more continuous hours per day. Infants (under 18 months) sleep on demand.

Conferences

Walking assessments are done regularly here at Little Angels with all age groups. Official assessments are done 3 times per year and we hold conferences thereafter. If a teacher has a concern about a child, they will do a written assessment and set up a conference at the parents' convenience. Parents can also request an assessment and/or conference at any time. Conferences can be done over the phone or in-person

Classroom Transitions

As your child ages and matures, they will need to transition to new classrooms. When we think that your child is ready, and when space allows, we will first inform you that your child may be visiting the new classroom. Often, these visits will be with another “friend” in their class and range from an hour or two to an entire day. These visits give teachers a chance to get to know the children, as well as allow the children to get to know their future teachers! Please note, that these visits are test-runs to see how the children do and they may visit numerous times before permanently moving to the classroom. You will receive a transition letter when the move is permanent that will be signed and turned into us.

Nondiscrimination Policy

We provide affordable, quality childcare for all children. We accept all races, colors, religions, genders and sexual orientations. We will not discriminate. We encourage our staff to dress in any way they feel comfortable, as long as it is appropriate for children's eyes. They may not wear any religious or political propaganda. Tattoos, blue hair, piercings, etc. are welcomed.

Diversity and Culture

We want to be sure that all children feel welcomed and included! Each parent receives a Child Diversity Questionnaire to fill out during the registration process, and annually as needed. We encourage parents to fill it out completely. This information can assist your child's teacher in individualizing the classroom's curriculum. It asks about your child's fears and likes, as well as customs and traditions that you have in your home.

Additionally, Little Angels knows that every child is unique. We adhere to the Americans with Disabilities Act (ADA). Providers, children, and parents, all benefit when children learn and play together. Including both children with and without disabilities, attributes to acceptance, improved socialization, and understanding of individual differences. We will make reasonable modifications to our policies and practices to integrate children with differing abilities into our program.

Clothing/Shoes

Clothing should be comfortable and washable, so that it does not interfere with any activities. Families are encouraged to have their child wear “play clothes”. Tennis shoes are suggested for all children to wear indoors and outdoors. Flip flops with no backs and winter scarves are not allowed as they pose a risk for injury when playing outdoors. Please remember that we promote active exploration and that your child’s clothing will be exposed to paint, sand, mud, markers, etc. We rarely use smocks. We are not responsible for lost or damaged clothes or shoes. Please label your child’s shoes, coats, hats, gloves, boots, and snow pants. Always have a weather-appropriate set of extra clothes here for your child in case they spill something on themselves or have a bathroom accident.

The State of Michigan requires that children have outside time every day. All children will go outdoors daily unless they have medical exclusion signed by a physician. Please be sure that your child has the appropriate attire for the weather, including rainboots and raincoats, snowpants and snowboots, etc. If you need assistance with acquiring these items, we may be able to help. Please let management know.

Sun Screen and Bug Spray

We require that parents supply a bottle of sunscreen for their child. It is applied every time we go outside. Please no spray sunscreen. Our playground is surrounded by grass, trees, and bushes, which is beautiful, but it also means we occasionally have mosquito problems in the summer. We do get the playground treated several times a year. However, we may request that you also bring in a bottle of bug spray if the problem is severe.

Tissues and Wipes

To keep our tuition rates down, we ask that parents supply their children’s classroom with tissues and unscented wipes. Even if your child is toilet trained, we still ask that all children bring in wipes, as we use them for various things here at the Center. Your child’s teacher will request these items as needed.

Personal Belongings

Children/families are requested to leave gum, candy, money, and other valuables at home. Never leave items of value in your child’s school bag or cubby. Please discourage your child from bringing toys or other “prized” possessions to the Center except on special occasions deemed appropriate by the teachers. Such highly valued items are often difficult to keep up with and very hard to share. An inappropriate social goal for early childhood is the sharing of equipment and materials as a part of the learning experience. We focus more on turn-taking instead. A child may keep special items, including “loveys”, for naptime in their backpacks or cubbies. Staff will do its best to keep up with children’s belongings but cannot accept responsibility for the loss or damage of personal possessions. Label all personal belongings, to avoid loss.

Staff Screening

The Center takes pride in the care given to your child. Little Angels requires that anyone who is employed, or volunteers, at a childcare facility must have 24 clock-hours of continuing education annually in a child related field. This is in addition to First Aid, CPR, Bloodborne Pathogens, Shaken Baby, and Back-to-Sleep training. They have health and physical screenings, as well as TB Tests. Our lead teachers must have a minimum of 12 credit hours in a child related field to qualify as lead teacher. Every room must have at least one lead teacher with the appropriate education. Additionally, to ensure your child’s safety, the State of Michigan requires that all Centers develop and implement written screening of their employees. In addition, **Section R400.5102(2)(b)**, requires screening of volunteers, including, but not limited to, parents and grandparents who are present on the building for more than three hours, three days a week and are in contact with the

children. Background checks are conducted by the State of Michigan and Washtenaw County Child Protective Services for child abuse and neglect. An ICHAT screening is done as well to find out if any applicant has ever committed a violent crime; if so, we do not hire them.

Abuse Policy/Mandated Reporting

It is required by the State of Michigan, **Section R 5102(2) (B)**, if any child in our care should appear to have been abused, we are obligated to notify the local law enforcement agency. Any staff member witnessing abuse of a child by a parent or a fellow employee is obligated to notify the local law enforcement agency. The Center keeps detailed records of any marks on a child while attending the daycare. Staff is to inquire about any visible marks such as bruises, cuts or bites on the child. If marks are discovered anywhere on a child's body during diaper changes or any other time of day, the staff will contact the parent immediately to investigate the cause. An Incident Report is made of any injuries to a child, whether the incident happened at home or at the Center.

Babysitting Policy

We take great pride in the quality of child care services that we provide. While at Little Angels, staff is under the supervision of the Director and teachers professionally trained in early childhood education. However, because we have no supervisory authority or control over staff that provide babysitting services away from or outside of Little Angels premises, we cannot be responsible for their action while engaged in such activity. We do not become involved in our staff babysitting away from Little Angels premises. Any arrangement for such services is strictly between you and the staff member. Little Angels is not a party to any outside babysitting agreement, nor can Little Angels make guarantees, warranties or representations as to any outside babysitting services. Please be advised that should you engage the service of any Little Angels staff member outside of Little Angels premises, we are not responsible or liable for any act or omission with such services. If a staff member transports your child from Little Angels premises as part of any babysitting services, please be sure they are on the pick-up list. We are not responsible for any injuries that may occur during transportation by a staff member. If you choose to hire a Little Angels staff to perform babysitting services for you or your family away from or outside of Little Angels premises, you must sign a waiver form entitled "Waiver and Release for Little Angels Preschool and Daycare Staff Babysitting", BEFORE any such services take place. A copy of the form can be obtained from the office.

Pest Management

Parents and staff will be notified of a pesticide application at the facility at least three operational days in advance except in emergencies where pests pose an immediate health threat to children or staff (bees). Parents and staff will be notified as soon as possible when notice is not provided and include an explanation of the emergency, the reason for the late notice and the name of pesticide applied.

Drills and Evacuations

Licensing rules require that centers maintain a log of drills for fire, tornado, and lock-downs. We will let you know when these drills occur, so that if your child talks about them at home, you will be aware.

If we have to evacuate the building due to fire, gas leak, or any other unsafe conditions, our meeting spot will be at the Wendy's on the corner of Michigan Avenue and Hewitt.

Other Building Tenants

Little Angels Preschool & Daycare leases its current space in this building. There are four other permanent tenants, a physician, a prayer group, an organization that runs a food pantry, as well as CHS. CHS is a facility for the alter-abled community. Therefore, it is very important not to park in

the handicapped parking spaces, as many are in wheelchairs. In addition, the front banquet room also gets rented out from time-to-time. Our secure door system does not allow any one into our area of the building.

Smoking

It is against Michigan State licensing regulations to smoke on the premises; this includes the parking lot and walk way entrance. Please dispose of cigarettes in their proper and safe receptacle.

Adjustment Period

Your child's adjustment to a new environment may take a few days or weeks. During the adjustment period, the staff will work closely with the parent to ensure a smooth transition for the child. A favorite stuffed toy or a t-shirt worn by mom for an infant will comfort the child during this transition. Feel free to call or stop by as many times as you would like.

Helpful Hints and Tips

Leave yourself enough time to say goodbye to your child. Reassure them that you will be back to pick them up. Try not to linger. Set up a routine for drop off.

Ensure that your child is well-rested. Often, behavior problems result simply from a lack of rest. Find out what their schedule is here and try to maintain in on the weekend (i.e. naptime from 12:30 – 2:30), even if your child is part-time. Consistency is key!

You may bring in a special treat for your child's birthday, but please be sure it is nut-free.