

# Island Kiddie Kampus

Hours of Operation  
6:30am - 6:00pm  
Monday - Friday

Dear Parents,

We would like to welcome you to Island Kiddie Kampus. Please feel free to visit us at any time. This is your center and we look forward to your visit and appreciate your input.

The purpose of this handbook is to let you know what is expected during your child's enrollment. Hopefully, this will prevent any misunderstanding. If you have any questions or suggestions, please see the Director.

## **Philosophy**

A program designed for the well-being of the children. The staff of Island Kiddie Kampus feels a child needs an opportunity to grow, discover and develop a positive self-concept. With the provided respect, discipline and freedom, learning will come easily in a prepared environment.

## **PEANUT-FREE AND FRAGRANCE-FREE FACILITY**

Due to the severe allergies and asthma of some staff members and children, Island Kiddie Kampus is a peanut/ nut and fragrance-free facility.

## **Holidays and Early Closings**

New Year's Eve  
New Year's Day  
Good Friday  
Easter Monday  
Memorial Day  
Fourth of July  
Labor Day  
Thanksgiving day  
Day after Thanksgiving  
Christmas Eve  
Christmas Day  
Day after Christmas

Four times a year, Island Kiddie Kampus will close at 5:45pm for staff professional development.

If there are any other closings, ample notification will be given.

## **General Information**

### **Enrollment Forms**

The forms listed below must be completed and turned in to the Director before the child is to attend the first day of school.

1. Enrollment Application
2. Child Information Card - required by the Family Independence Agency
3. Child information Sheets
4. Health Form - Immunization record and physical appraisal with a **physician's signature**.  
CHILDREN WHO HAVE NOT COMPLETED THE REQUIRED IMMUNIZATIONS WILL BE REQUIRED TO GET AN **IMMUNIZATION WAIVER FROM THE HEALTH DEPARTMENT**.
5. Health Insurance Information - required by First Responders in case of a medical emergency
6. Sun safety Permission Form
7. Parent Handbook Agreement
8. Child Placement Contract
9. Release Form or Refusal Form
10. Attendance Policy

### **Arrival/ Departure**

The doors to the Center are secured. You must use the Call button to gain entrance. Parents must accompany the child into the Center, sign in at the check-in kiosk and make sure the child feels comfortable in their classroom.

Only the Parent or an authorized release person (See Child Information Card) will be allowed to pick up your child.

Please notify the office if someone other than an authorized person will be picking up your child. Identification will be requested.

When leaving with your child, please sign out at the kiosk. **You will be charged \$5.00 each time you DO NOT sign you child in or out.**

### **Parking**

Please use the parking lot

### **Scheduled Attendance Agreement**

Our program is licensed by the State of Michigan and we are required to have staff available for the number of children attending each day. Program costs are based on your child's expected attendance, therefore, there are no credits or refunds for absences.

### **Schedule**

Island Kiddie Kampus is **NOT** a "drop-off" facility. A minimum of two days per week is required for enrollment. Upon registration, you are required to give the Manager your child's attendance schedule with arrival and departure times. Your cooperation in maintaining this schedule is your responsibility. If a change in schedule is needed, you must inform the office at least one week prior to the change.

## Registration Fee

A registration fee of \$75.00 for one child or \$95.00 per family is to be paid at the time of registration. This fee is **non-refundable** and **does not** go toward your tuition.

## Tuition Payments and MyProcure

The first month's tuition is due upon registration. The following monthly payments options that will be accepted are as follows:

**Monthly Payments:** Due on the 1st of the Month. A late fee of \$35.00 will be charged on the 2nd of that Month.

**Bi-Monthly Payments:** Due on the 1st and the 15th of the Month. A late fee of \$35.00 will be charged on the 2nd and 16th of that Month.

We accept cash, check, money orders, cashier's checks, debit cards, ACH(e-Check), auto-draft payments, VISA, Mastercard, Discover and American Express. Payments can be made online through MyProcure or using the Check-In/ Check-Out kiosk across from the Office. The kiosk processes credit cards only.

There is a 2% processing fee for all credit cards.

## Check-In/ Check-Out

When you arrive at Island Kiddie Kampus for drop off or pick up, stop at the kiosk located across from the Office to sign-in or sign-out your child/ children for the day. Again, **failure to sign your child either in or out will result in a \$5.00 charge.**

## Early Arrival and Late Pick Up Fees

If additional time is needed before or after your scheduled time, a fee of \$7.50 per 1/2 hour will apply.

## After Hours Pick Up Fees

If you fail to pick up your child/ children by 6:00pm, an **\$11.00 fee will be charged to your account. you will also be charged \$2.00 per minute.**

## No Call Drop Off Fees

If you bring your child/ children in on an unscheduled day without a prior agreement with the Office, a charge of **\$45.00 per child will be added to your account.**

## Annual Supply Fees

Supply fees are due at the time of registration. These fees are **non-refundable**.

### School Age, Preschool and Pre-Preschool:

School Year: \$125.00 per child  
Summer (only): \$55.00 per child

### Toddler:

School Year: \$110.00 per child  
Summer (only): \$50.00 per child

## Tuition Schedules (per week pricing)

<b>Infants and Toddlers</b>	<b>5 Days</b>	<b>4 Days</b>	<b>3 Days</b>	<b>2 Days</b>
Half Day 9:00am - 12:00pm	\$146.00	\$129.00	\$101.00	\$74.00
Full Day (6 hours)	\$174.00	\$160.00	\$142.00	\$101.00
Full Day (9 hours)	\$210.00	\$188.00	\$158.00	\$118.00
Extended Day (9+ hours)	\$260.00	\$208.00	\$170.00	\$127.00

<b>Pre-Preschool</b>	<b>5 Days</b>	<b>4 Days</b>	<b>3 Days</b>	<b>2 Days</b>
Half Day (9:00am - 12:00pm)	\$121.00	\$106.00	\$86.00	\$63.00
Full Day (6 hours)	\$153.00	\$142.00	\$122.00	\$94.00
Full Day (9 hours)	\$190.00	\$163.00	\$141.00	\$106.00
Extended Day (9+ hours)	\$216.00	\$184.00	\$151.00	\$117.00

<b>Preschool and School-Age</b>	<b>5 Days</b>	<b>4 Days</b>	<b>3 Days</b>	<b>2 Days</b>
Half Day 9:00am - 12:00pm	\$110.00	\$94.00	\$76.00	\$58.00
Full Day (6 hours)	\$145.00	\$123.00	\$98.00	\$74.00
Full Day (9 hours)	\$185.00	\$144.00	\$116.00	\$84.00
Extended Day (9+ hours)	\$190.00	\$159.00	\$136.00	\$91.00

**Summer Tuitions are the same**

## Lunch and Snacks

Nutritious snacks will be provided for the children in the morning and the afternoon.

Lunch will be provided by the Parents. Please remember to keep the portions child-sized and nutritious. Lunches must meet the State Nutrition Guidelines.

Some foods may NOT be allowed in the classroom due to food allergies. If applicable, a list with these food items will be posted outside of your child's room.

**All lunches must be ready to eat. We do not prepare Easy-Mac or other similar foods.**

Parents of infants ages birth to 12 months must provide food and beverages appropriate for their individual nutritional requirements, developmental stages and special dietary needs, including cultural preferences, in accordance with the food agreement.

The Center will support and accommodate breastfeeding. Expressed breast milk shall arrive in clean, sanitary, ready-to-feed **assembled** bottles labeled with the child's full name and bearing date of collection. It will immediately be stored in the refrigerator until used or returned at the end of the day.

Formula and milk shall be furnished daily to the center in clean, sanitary ready-to-feed assembled bottles. Formula, milk and food shall be covered and labeled as to the contents, date, the child's full name and the date of opening when applicable. Formula, milk and perishable foods shall be refrigerated until it is used or returned at the end of the day.

Bottles are warmed in a bottle warmer and food is warmed in the microwave. All items will be tested for a safe temperature before feeding. Bottles will never be propped or used in or on sleeping equipment.

Caregivers shall hold infants unless they are able to hold their own bottle. After a bottle is warmed, the time between feeding and discarding unused portions is never more than one hour. Food will be served from a dish, not from the factory sealed container.

## Birthdays

Parents are welcome to send cookies, cupcakes or a cake to share with their children's friends. Please let your child's teacher know in advance that you would like to bring a treat. The food allergy list must be checked first to make sure the treat can be brought into the classroom.

## Nap Time (Full Day Children)

Per the State of Michigan's regulations, a rest time is scheduled every afternoon for children who are in attendance for a six (6) hour schedule or more for an hour and a half. The children rest on cots. Island Kiddie Kampus will provide a cot and sheet ONLY. Parents are required to supply a travel sized pillow and blanket. **These items must be marked with your child's name.** The bedding will be sent home every Friday to be washed and is to be returned on Monday.

## Toys from Home

In accordance with the School's philosophy, we ask that your child does not bring any toys to school. We are not responsible for lost or broken toys.

They can however, bring a stuffed animal or favorite blanket for nap time.

## Clothing

Because of the wide range of activities, it is recommended that children be dressed in washable, comfortable clothing. Plastic aprons are provided for art and water activities.

Clothing should be easy for the children to undo for toilet needs. We ask that the children have an extra set of clothing (marked with their name.) The extra clothes will be kept in the child's basket.

Time is spent outdoors when weather permits. Please make sure the children are dressed appropriately. All outerwear items are to be marked with your child's name. Boots may **not** be worn in the classroom. Please send shoes with your child. Sandals should be securely attached to the feet. Flip Flops are not acceptable footwear.

## Physical Activity and Outdoor Play Policy

Island Kiddie Kampus recognizes the importance of physical activity for young children. Implementation of appropriate physical activity practices supports the health and development of children in care as well as assisting in established positive lifestyle habits for the future.

All children birth to 12 years of age have ample opportunities to develop and practice gross motor and movement skills appropriate for their age. Every day, active play includes moderate to vigorous activities such as rolling, crawling, scooting, running, climbing, dancing, hopping, galloping, skipping and jumping. Daily active play involves a combination of structured and free play.

Children play outdoors except when weather or air quality poses a significant health risk; defined as a wind chill factor at or below 25 degrees Fahrenheit and a heat index at or above 90 degrees Fahrenheit. Scheduled outdoor play activities and times may be shortened when conditions approach these limits.

As appropriate for the weather, families must provide outdoor clothing that keeps their child dry and comfortable such as a raincoat, warm coat, boots, snow pants, mittens and hats for cold weather or days when precipitation is expected. For sunny days, children must have lightweight clothing that is sun protective and sunscreen that is applied each time the child goes outside. Sunscreen is not used on infants under 6 months old.

## Illness and Injury Policy

Infectious diseases and injuries are common occurrences among children and staff members who care for them. To ensure the continued good health of everyone at the schools, Island Kiddie Kampus Child Development Center, Inc. has the right to temporarily deny any child admittance to the school for reasons of obvious illness or to request early departure should symptoms become apparent during the course of the day. Any child who seems unable to participate in our program for any reason will be sent home. We realize that most of you are working parents and we do try to accommodate you as much as possible. However, for the health and well-being of the children in our care and our staff, we feel it is vital to maintain a strict wellness policy. We ask for parents to assist by keeping sick children at home. We do take into consideration your physician's recommendations nevertheless, it is up to our discretion when your child may return to school.

At Island Kiddie Kampus Child Development Center, Inc. keeping your child and our staff safe and healthy is a top priority. Our program recognizes the importance of implementing the best practices and procedures when dealing with acute illnesses/ injuries to ensure these top priorities while under the care of our program.

Policies must clearly state the procedures to follow to make decisions about when to exclude, when attendance is permitted and when those who have been excluded may return.

During the Winter, many children have a common respiratory illness (cold) and do not need to be excluded from the program unless their condition meets the exclusion criteria specified in these policies. This procedure is not only to protect your child but is also for the protection of ALL children and staff at Island Kiddie Kampus Child Development Center, Inc.

### 1. Criteria for Excluding Children Who are Acutely Ill or Injured

**a. Ability to Participate:** The child's condition prevents the child from participating comfortably in activities that the facility routinely offers for children who are well or children who are mildly ill or injured.

**b. Need for more Care:** The condition requires more care than teachers caregivers can provide without compromising the needs of the other children in the group.

**c. Risk to Others:** Keeping the child in care poses an increased risk to the child or other children or adults with whom the child comes in contact as defined in Managing Infectious Diseases in Child Care and Schools.\*

\* <https://ebooks.aappublications.org/content/managing-infectious-diseases-in-child-care-and-schools-4th-ed>

## Illness and Injury Policy Continued

**2. Permitted Attendance and Care for Mild Illness:** The following conditions or symptoms do not require exclusion

- A cough **not** associated with an infectious disease (e.g. pertussis/ whooping cough) or a fever (temperature of 100 degrees Fahrenheit axillary/ in an armpit)
- Watery, yellow or white discharge or crusting eye discharge without fever, eye pain or eyelid redness.
- Yellow or white eye drainage that is not associated with pink or red conjunctiva (i.e. whites of the eyes.)
- Non-contagious rash without fever and behavioral changes.
- Thrush (i.e. white spots or patches in the mouth or on the cheeks or gums.)
- Fifth disease (slapped cheek disease, parvovirus B19) once the rash has appeared.
- Cytomegalovirus infection
- Chronic Hepatitis B infection
- HIV infection
- Children who had diarrhea and are now able to confine their stool to the toilet or diaper may return to care. For infectious organisms, exclusion is required until certain guidelines have been met. These agents are not common and teachers/ caregivers usually do not know the cause of most cases of diarrhea.
- children with chronic infectious conditions that can be accommodated in the program according to the legal requirements of Federal law in the Americans with Disabilities Act. The Act requires that child care programs make reasonable accommodations for children with disabilities and/ or chronic illnesses considering each child individually.

### 3. Common Cold Policy

- Children suffering from a common cold will be assessed on an individual basis
- Factors of consideration include the developmental level of the child in congruence with our ability to limit the spread of germs.
- The younger the child, the more difficult it is to keep the spread of germs down. For example: hand to face contact, mouthing of toys, uncontrolled nasal discharge, uncovered sneezing and coughing, etc.



## Illness and Injury Policy Continued

### 4. Medication Administration Policy

Medications both prescription and over the counter are rarely given at school; the only exceptions involve special or serious problems where it is deemed absolutely necessary by the physician that the medication be given during school hours. The parent is urged, with the help of your child's physician, to work out a schedule of giving medication at home, outside of school hours whenever possible.

**If medication is to be administered school, ALL of the following conditions must be met**

1. A prescription from a licensed physician/ dentist specifying the condition for which the medication is to be given, the name, dosage, route, side effects and specific instructions for emergency treatment must be on file at the school. **School staff is not authorized to determine when an "as needed" medication is to be given.**
2. Specific instructions are necessary.
3. A signed Medication Permission form from the parent/ legal guardian must be on file at the school.
4. Medication must in the child's original, labeled pharmacy container, written in English.
5. All liquid medications must be accompanied by an appropriate measuring device.
6. A separate form is required for each medication (see the Office for the forms)

## Immunization Policy

Routine preventative health services for children and adults promote health and reduce diseases. Infants and toddlers have many developmentally appropriate behaviors that make it easy for them to infect themselves and others (i.e. touching things in the environment and putting their hands in their mouths.) Therefore, updated vaccinations are a very important component of preventative health care.

Checking and promoting the well-being of each child under the care of our program insures that each child is able to participate fully in a quality program. We are committed to working with the parents/ legal guardians of the children under our care, along with the health care system to promote the administration of immunizations for the children, all families and staff and volunteers involved with our program. We commit to supporting immunizations in order to minimize and prevent the occurrence of vaccine preventable diseases.

1. All children enrolled in our program must receive vaccinations according to the current schedule published on the Center for Disease Control ([www.cdc.gov/vaccines](http://www.cdc.gov/vaccines)) and/or the American Academy of Pediatrics ([www.aap.org/immunizations](http://www.aap.org/immunizations)) websites, unless the child has a documented medical or other legally allowable exception.

2. Annually, the Director or Designee will check the website for any updates to recommended immunization schedules and make available to parents/ legal guardians copies of the new schedules. In addition the Director will have available resources to assist parents/ legal guardians when asked.

3. At the time of enrollment, a child must have one of the following:  
a. A certificate showing the child has received updated vaccines recommended under the current CDC schedule.

b. A certificate showing a minimum of one dose of each immunizing agent and a plan for catching up on the required doses signed by the local Department of Public Health or a licensed health care provider.

c. A copy of a waiver for un-immunized children from the Health Department. A signed statement from the child's primary health care provider documenting the reason for a temporary or permanent medical exemption should be provided by the parent and kept in the child's file. If immunizations are not to be administered because of the parent's/ legal guardian's religious or philosophical beliefs, a legal exemption with a notarized waiver from the Health Department will be provided by the parent/ legal guardian to be placed in the child's file.

4. If a child's immunizations were not up to date at the time of enrollment and the child has been in attendance for four months, an updated certificate showing completion must be signed by a health care provider and submitted by the parent or legal guardian and kept in the child's file.

5. Upon enrollment and maintained annually, the parent or legal guardian is to submit to the program a signed copy of the most current immunization record or insure a valid waiver is on file.

6. If a child under our care is not up to date on their immunizations, as evidenced by a signed certificate or has submitted a valid exemption, the Director/ Designee will issue a written reminder to the parent/ legal guardian. If three (3) written reminders within a three (3) month period do not result in the resolution of the issue, the child will be discharged from the program.

7. Staff members will encourage every family to obtain annual influenza vaccines for themselves and their children.

8. If a vaccine-preventable disease to which children are susceptible occurs in the facility and potentially exposes the un-immunized children who are susceptible to that disease, the local health department will be consulted by the Director/ Designee to determine if that child should be excluded for the duration of the possible exposure.

9. Staff and Volunteers are required to be fully immunized and follow the same practices as listed above for the children.

10. The program Director/ Designee will report all immunizations to the Michigan Department of Health and Human Services for all children enrolled by October 1st of each year.

## **Communication of Absences/ Safety of Children**

### **1. Notify the school if your child/ children will be absent**

2. Failure to notify the school will result in an inability to credit your account

3. A second occurrence may result in the child being withdrawn from the program.

4. In the case of a missing child, notify the school as soon as possible (time is of the essence)

## **Discipline**

Positive methods of discipline with respect, caring and consistency are used to encourage self-control, self-direction, self-esteem and cooperation. The following techniques are used for the purpose of changing inappropriate behavior and modeling.

a. Setting clear, consistent and age appropriate limits in each classroom.

b. Encouraging children from Toddlers through School Age to take responsibility for their own actions through the use of logical consequences. For example, “When you poured water on the floor, it got wet. Please use a paper towel to clean it up.”

c. Using clear, calm and low voice with the children to represent the appropriate voice level to be used. This same technique is used to modify language and behavior.

d. Redirecting the child to more appropriate activities.

e. Helping children to resolve conflict through communication. Teaching them how to use their words to express their feelings. This will enable them to resolve conflict on the own.

f. Using “time-out” very sparingly when the child has repeatedly challenged authority or intentionally injured another child. The child will sit for one minute per their age in years.

## Procedure for Dealing with Difficult Behavior

The first offense, the parent/ legal guardian will receive a written behavior report.

The second offense, the parent legal guardian will receive a written report and the child will be suspended one day (paid.)

The third offense, the parents/ legal guardian will receive a report and the child will receive a one-week suspension (paid.)

The fourth offense, the child will be permanently withdrawn from the program.

Difficult Behavior List:

Hitting another child or teacher

Kicking another child or teacher

Biting another child or teacher

Spitting at another child or teacher

Uses foul language

Purposely destroying school or another person’s property

Willfully runs away from a staff member

Exposes themselves to another child

A child repeatedly exhibits non-cooperative behavior and typical behavior management techniques have not reduced the behavior

## Weather

Island Kiddie Kampus will make every effort to be of service to you during bad weather. Please keep in mind that the staff may have just as much trouble getting to school as you will have getting to work. Please be patient and understand.

**School closings due to weather conditions, power outages or other uncontrolled circumstances not caused by Island Kiddie Kampus are not considered a credit on tuition.**

In the event that one school is closed and the other is open (e.g. Southgate is closed but Riverview is open) parents may take their children to the open location.

Island Kiddie Kampus (Riverview)  
14525 Sibley Rd.  
Riverview, MI 48193

Island Kiddie Kampus (Southgate)  
12250 Fort St.  
Southgate, MI 48195

If classes are cancelled after school has begun due to weather and/or emergencies, parents will be contacted to make arrangements to pick up their children.

School closings will be listed on the local news channels and radio stations. The listing will be under Island Kiddie Kampus, not public school listings.

## Monthly Newsletter

A monthly newsletter will be placed in your child's mailbox. The newsletter will contain important information regarding curriculum, social events, special dates for the month, pictures day, field trips and holiday closings.

## Conferences

An assessment of your child's/ children's progress will be created during the school year. We are happy to set up a conference time for you to discuss your child's/ children's progress. Conferences are scheduled between 12:00pm and 2:00pm or after 4:00pm. Please **avoid discussing assessments upon arrival or pickup**; this interferes with the staff attending to their class.

## Permission for Pictures

At various times through the year, we would like to use pictures and video of the children for parent meetings, educational purposes or professional publications. These pictures and/ or videos will be used to show aspects of the child's growth, development and learning activities in the school. Island Kiddie Kampus maintains the highest standards of professional ethics in the use of such media. If you object to your child's image and sound being taken, please ask at the Office for an objection form that will be placed in your child's student folder.

## Contact between Staff and Parents

At no time is contact information to be exchanged between Island Kiddie Kampus staff and Parents. This includes ways of communicating with each other through social media, on any platform, by any means.

If personal information is exchanged between staff and parents, the staff member will be dismissed and the child/ children will be dismissed from the program immediately.

## Withdrawal Procedure

A withdrawal form is to be completed and turned into the office as soon as you are planning on removing your children from the program. A two (2) week notice is required in order to adjust payments. Without a two (2) week notice, you will be charged an amount equal to two (2) weeks of child care.

## Vacation Credit Days (ONLY with a 12-month enrollment schedule)

As a courtesy of Island Kiddie Kampus, a vacation credit will be given according to your child's attendance schedule. A two (2) week notice is required to receive a credit. **Without a notice, credit will not be given.**

Vacation credit cannot exceed more than what is stated below. There is no vacation credit if your child/ children are enrolled for Summer attendance only.

Vacation credits cannot be used while your child is attending class. Please do not deduct vacation credit days from your tuition payment. Your credit will be processed to your account the following month by Island Kiddie Kampus.

Your scheduled vacation will be noted in the system. If additional vacation days are requested and the additional time exceeds the vacation credit, additional credit will NOT be deducted from the tuition payment.

### **Vacation Credit Schedule**

5 days a week = 10 days vacation credit	(12 month enrollment)
4 days a week = 8 days vacation credit	(12 month enrollment)
3 days a week = 6 days vacation credit	(12 month enrollment)
2 days a week = 4 days vacation credit	(12 month enrollment)

## **Emergency Procedures**

### **Tornado and Disaster Drill**

1. An alternating bell indicates a disaster drill.
2. The children are to seek shelter on the floor in the bathrooms. Students should bring up their knees, heads between knees with hands clasped behind the back of their necks.
3. Windows are to be opened by the teacher.
4. Two (2) short rings is the all clear signal.

### **Fire Drill**

1. The fire alarm is one (1) long horn.
2. One teacher holds the room door open.
3. Respond quickly but calmly to the fire alarm signal.
4. Do not stop to obtain coats or valuables.
5. All windows are to be closed.
6. The lavatory is to be checked for children.
7. Exit out the door with one teacher at the head of the line.
8. Teacher is the last to leave the room.
9. Listen for instructions - NO LOUD TALKING.
10. Never return to the building for anything until the recall bell is sounded.

### **Fire**

1. Upon discovery, sound the fire alarm
  - a. The Lead Teacher will:
    - Take a head count of their children, go to the predetermined location (follow route on chart)
    - Take a roll call to account for all children
    - Use an activity to keep the children calm and quiet
  - b. The Assistant will:
    - Assist infant room out of the building.
    - Check room and lavatories for children.

- Report area clear to Director or Office Personnel.
- Proceed to predetermined location and help Lead Teacher with children.
  - c. Director or Office Personnel will:
    - Check all areas not assigned to Assistants.
    - Make sure all Assistants have checked in before leaving the building.
    - Take emergency cards and proceed to the predetermined location.
    - Wait for the all-clear signal.

## **Tornado**

### 1. Sound alarm

- a. The Lead Teacher will:
  - Take a head count of their children, go to the predetermined location.
  - Use activities to keep the children calm and quiet.
- b. The Assistant will:
  - Check room and lavatories for children
  - Open doors and windows upon leaving
  - Report area clear to the Director or Office Personnel.
  - Proceed to the predetermined location and assist teacher with children.
- c. Director or Office Personnel will:
  - Check all areas not assigned to an Assistant.
  - Make sure all Assistants have checked in.
  - Take emergency cards and communication device to the predetermined location and monitor weather.

## **Gas Leak**

If a gas leak is detected in or near the building, evacuate immediately according to the Fire emergency procedures. Once evacuated, the Director or Office Personnel will contact the Gas Company to determine if the staff and children need to go to the relocation site.

## **Water Main Break or Outage**

The facility must close. The Director/ Office Personnel along with emergency responders will determine if the facility needs to be evacuated or if the children can remain in the building until parents can pick up their children. In case of an evacuation, follow the procedures for a power outage.

## **Winter Storm**

Should a storm occur or be predicted while the children are present, the Director/ Office Personnel will determine if the facility can stay open or if it must close. If the facility must close, parents will be contacted for them to pick up their child/ children. The staff will then contact the parents with children scheduled to arrive and inform them that the school is closed.

If the storm occurs or is predicted BEFORE the school opens, the Director/ Office Personnel will contact the local news stations to issue a school closing listed under Island Kiddie Kampus.

### **Power Outage**

If there is a power outage, the Director/ Office Personnel will determine if it is simply a circuit breaker, if not then the power company will be notified. If compliance with the licensing rules cannot be maintained such as temperature, visibility of the children, etc. the facility will be closed. Staff will contact the parents of the children in attendance to inform them to pick up their children. Parents who have not arrived yet will be notified of the closing. Teachers will account for their children and keep them clam until the parents have arrived. If at any time it is determined that the building is unsafe the fire evacuation procedure will be followed.

### **Earthquake**

The Director/ Office Personnel will determine if it is safe to shelter-in-place or evacuate the children to the predetermined shelter area. If evacuation is necessary, local law enforcement will escort the group to the shelter area. Staff will call all parents and inform them where to pick up their child/ children.

### **Hazardous Materials**

The Director/ Office Personnel will determine if is safer to shelter-in-place or evacuate the facility and relocate to the shelter area. If evacuation is necessary, local law enforcement will escort the group to the shelter area. Parents will be notified of where to pick up their child/ children.

### **Civil Unrest**

Local law enforcement will be contacted immediately and will determine if it is safer to shelter-in-place or evacuate the children to the predetermined shelter area. Parents will immediately be contacted to inform them of where they need to pick up their children.

### **Life Threatening Situation/ Non-Life Threatening Situation**

A staff member who is not administering First Aid and/or CPR will call 911 and then the parents. If the parents cannot be reached, the order in which emergency contacts listed on the emergency contact card will be followed. The effected child will be taken to the nearest hospital accompanied by the Director/ Office Personnel and the staff member who was administering First Aid/ CPR.

If the parents of the effected child wish the child to be transported to a different hospital, the parents must agree to pay the cost of the private ambulance.

An Incident Report will be filled out in triplicate; one copy will stay at the school, another given to the parents and the third taken to the hospital.

### **Non-Emergency Situation/ Incident**

A staff member who is not administering First Aid will contact the parents to come and decide what want to do. If the parents cannot be contacted, the order of emergency contacts will be contacted in the order in which they are listed on the emergency contact card. An Incident Report will be filled out in duplicate. One copy is for the parents and the other will be kept at the school.

### **Relocation Plan**

If the emergency is limited to the facility, staff and children will be moved to the designated assembly area which is a minimum of fifty (50) feet from the building.

If an evacuation is necessary, Emergency Personnel (police, fire, hazmat, etc.) will direct and escort staff and children to the predetermined relocation site which is at least two (2) miles from the center. The Director/ Office Personnel will ensure that a notice of the relocation is posted on the entry to the school which will include contact information. Staff will notify of where to pick up their child/ children.

In any evacuation, all children and staff will be accounted for at the start and upon arrival at the relocation site. Any injuries to staff or children will be noted. These will be cared for as soon as time permits.



## Billing Procedures

The total number of days that your child/ children is/are scheduled to attend is multiplied by the daily rate as per each child's age. This gives us the total tuition amount.

The total tuition amount is divided by the number of months each child is scheduled to attend. This gives us the monthly tuition amount.

Here is an example (this has 2020/ 2021 charges)

A toddler is attending fifty (50) days at a rate of \$202.00 per week or \$40.40 per day. (Five (5) days a week, nine (9) hours a day) this equals \$2020.00

The fifty (50) days are over a four (4) month period so we divide \$2020.00 by four (4) which equals \$505.00 a month.

## How DHS Works **this is very important to understand if applicable**

What the State pays breaks down to this:

The State pays \$5.00 per unit (hour) for children ages infant to two and a half years old.

The State pays \$3.75 per unit (hour) for children 2.5 to 12 years old.

On a DHS statement it may say the State will cover 100% of **units** (hours). **This does not cover 100% of tuition.**

On a DHS statement it may say it will cover 20 **units** (hours). **This does not cover 100% of tuition.**

Here is an example: (these are not actual school charge amounts)

An infant is attending school for **20 hours (units)** a week.

The State will cover **100%** of **\$5.00 per unit (hour)**

The school "charges" \$6.00 per hour.

The school charges you for 20 hours a week at \$6.00 an hour which equals \$120.00 a week.

The State covers **100%** of **20 units (hours)** at **\$5.00 per unit (hour)** equalling \$100.00 a week.

\$120.00 subtract \$100.00 equals a \$20.00 remaining balance.

**You are responsible for paying the remaining balance that is not covered by the State.**

## What to bring on the First Day

**Infant Room:** diapers, wipes, pre-made formula bottles or breast milk bottles, a change of clothes, sleep sack (if used), sunscreen (if over 6 months) and a sleep and eating schedule.

**Toddler Room:** diapers, wipes, breakfast (if eating at school), lunch, change of clothes, small travel pillow, small blanket, sunscreen, swimsuit and towel (in Summer) and weather appropriate apparel.

**PrePre-School:** Pull Ups and wipes (if not potty-trained), breakfast (if eating at school), lunch, change of clothes, small travel pillow and blanket, sunscreen, swimsuit and towel (in Summer) and weather appropriate apparel.

**PreSchool:** Breakfast (if eating at school), lunch, change of clothes, small travel pillow and blanket, sunscreen/ swimsuit and towel (in Summer) and weather appropriate apparel.

**School Age:** Breakfast (if eating at school), lunch, change of clothes, sunscreen/ swimsuit and towel (in Summer) and weather appropriate apparel.

Please make sure EVERYTHING is labelled with your child's name.

The Bureau of Children and Adult Licensing, The Department of Human Services, has the responsibility to enforce rules for child care facilities.

A copy of the Licensing Rules for Child Care Centers is available at:

[www.michigan.gov/michildcare](http://www.michigan.gov/michildcare)