

# **L.A.C.C. CHILDCARE ACADEMY**

## **PARENT HANDBOOK**

16619 Wyoming, Detroit, MI 48221 (313) 345-3744 (phone) (313) 345-3775 (fax)

### HIGH SCOPE CURRICULUM

L.A.C.C. Childcare Academy implements the High Scope Curriculum method of teaching. High Scope is a quality approach to early childhood care and education which has been shaped and developed by research and practice over a forty year period. It identifies and builds on a child's strengths and interest.

### DROP OFF/PICK-UP POLICY

Parents should sign their child/ren in/out upon arrival and departure, and accompany them to their classroom. Children should never be left unsupervised in the center. For your child/ren's safety, he/she will only be released to his/her parents, guardians, or individuals designated on the Child Information record (valid photo identification must be provided).

In case of an emergency, the Director may be contacted by phone and a verbal release may be accepted. A photo driver's license or state ID is required from the specified person before the child will be released from the center.

\*\*\*\*All person(s) picking up children must be at least 16 years of age. Please keep the center informed of all changes to your address or telephone number(s).

### CENTER VISITATION & PARENT PARTICIPATION

Parents are welcome to visit at any time during hours of program operation. All visitors are required to sign in. We encourage parents to volunteer in the classroom or in any other capacity in the center. If you would like to arrange a parent conference, please contact your child's teacher and/or the center Director to arrange a time. The center has a parent bulletin board where information on center programs, open houses, parent meetings, volunteer opportunities, etc. will be posted. Volunteers in the classroom must have a current Tuberculosis test on file at the center, as well as childcare clearances.

### CUT OFF TIME

Cut off time at L.A.C.C. is 11:00 am. Children dropped off after 11:00 am will be denied their spot for the day unless the parent or guardian has informed the Director of their schedule ahead of time.

LACC is licensed to care for 120 children at a time. In the event that capacity is reached, LACC reserves the right to deny your child/ren attendance for the day. Therefore, it is necessary for you to have a “back-up” plan on any given day.

### MEALS

L.A.C.C. provides a nutritious breakfast, morning snack, lunch, pm snack, supper and evening snack. Supper and evening snacks are provided for children enrolled in night care. A weekly menu is posted in the Center for you to view.

-Because we participate in the Child and Adult Care Food Program (CACFP), we cannot be responsible for special dietary needs.

-Children must be present at the time of meal service to be served. -Food brought from home should be healthy and may be eaten at designated meal times only.

-Health Department regulations do not permit L.A.C.C. staff to heat foods for the children.

### Outside Food

LACC Child Care Academy’s goal is to provide meals that are nutritious and beneficial to the growth, health and well-being of your child. NO OUTSIDE FOOD IS ALLOWED.

### Birthdays/Holidays

If you would like, we will celebrate your child’s birthday by recognizing him/her in various activities during the day, but families may not bring any treats to school. In addition, no goodie bags, balloons, etc. are allowed.

### CHILDREN WITH SPECIAL NEEDS

Children with special needs are encouraged to participate in all aspects of L.A.C.C. services and programs. Reasonable accommodations can be made to enable children with special needs to maximize their childcare experience.

A written individual plan shall be provided for each special needs child. It should consist of written instructions for any procedures necessary for the health of the child, written permission for the Center to contact providers of additional services and the nature of the required special procedures. Parents of the child must sign and date the special needs Individual Education Plan (IEP), along with the center Director and staff member(s) primarily responsible for the child.

### SAFETY POLICY

It is our policy to provide a safe and healthy environment for all children at L.A.C.C. Childcare Academy. It is also our policy that no child/ren will ever be left alone or unsupervised at any time. The parent must always accompany their child/ren to their designated area and inform staff of his/her child/ren's presence.

### DRILLS

To ensure your child's safety, L.A.C.C. Childcare Academy holds fire drills and severe weather evacuation practices on a regular basis. During these drills your child will be taught how to react in a safe and calm manner in the event of an emergency.

### WATER ACTIVITIES

L.A.C.C. Childcare Academy DOES NOT partake in swimming with the children. Any water activities conducted within the classrooms or on the playgrounds have bodies of water less than two (2) feet in depth. State members always supervise these activities.

### ADMISSION

A designated staff member will assist parents/guardians with all enrollment forms. Parents will also be given a tour of the center. All required documentation must be completed prior to the child's first day of attendance. (See the center Director for details.)

#### TERMINATION POLICY

To ensure consistent quality care, we ask that parents/guardians provide a minimum of 30 days written notification of any intent to withdraw your child/ren from L.A.C.C. Childcare Academy for any reason.

Failure to do so will result in the imposition of an additional 30 days of tuition.

L.A.C.C. Childcare Academy reserves the right to suspend or terminate services for:

- FAILURE TO PAY WEEKLY FEES OR CO-PAYMENTS.
- Disruptive or inappropriate behavior by the child and/or parent or guardian.
- Repeated pick-up past hours allocated by DHHS and/or your stated schedule.
- Any action deemed inappropriate which could cause harm to the children or staff, damage to the center, or could cause the center to be non-compliant with State regulations.

#### EMERGENCY CONTACT

Information needs to be kept on file so that we can contact you in case of an emergency. Please provide current telephone information on where you can be reached while your child is in our care. Also, provide at least one other alternative contact in case you cannot be reached. This information should be updated every 6 months, or whenever there is a change.

#### NAPPING

Children at L.A.C.C. Childcare Academy have a designated rest period during the day. Most states require rest periods ranging from 1 to 3 hours, depending on the different age groups. Each child is provided with a mat, cot, or crib according to his/her age. If you wish to bring a pillow, blanket and/or sheet, we ask that you label these items and bring them home each Friday to wash.

#### DISCIPLINE POLICY

The staff at L.A.C.C. Childcare Academy shall incorporate and administer developmentally appropriate, positive methods of discipline at all times. The staff will encourage self-control, self-direction, self-esteem and cooperation through their interaction with the children.

-Staff is prohibited from using all forms of corporal punishment; this is grounds for termination.

-Staff may mildly restrain a child to prevent him/her from harming himself/herself, others or property.

The behavior that a child displays will be assessed on a developmental and age appropriate level. If a child bites, damages property, throws objects and/or is aggressive with other children or staff, the parents/guardians will be contacted for a conference. L.A.C.C. Childhood Academy will try to work with families that are experiencing discipline problems with their children.

Parents will be asked to remove their child from the center if he/she endangers any staff member or child at the center, if the child destroys property, or if it is not the best situation for the child. The parents/guardians and L.A.C.C. Childcare Academy will further discuss dismissal from the Academy.

#### FAMILY COMMUNICATION

We are committed to creating a strong Center connection by developing a process of open and honest communication with you regarding your child's development and experience at the Center. This includes a continued exchange of information between you and the Center faculty and management.

#### PRIMARY CAREGIVER

Each child at L.A.C.C. Childcare Academy is assigned a teacher as the primary caregiver who assumes special responsibility for that child for communicating with his/her parents/guardians, especially during conferences. Primary caregiving strengthens the link among families, children and teachers. By assigning a primary caregiver to your child, we are encouraging you to establish a relationship with a particular faculty member who will be especially focused on your child's needs, development and

concerns. At the same time, education is a team responsibility. All teachers on your child's team will interact with and provide learning experiences for every child in that classroom.

### TRANSPORTATION

L.A.C.C. Childcare Academy provides before school and after school programs. For an additional cost, children enrolled in our before school program will be escorted to their school and dropped off at the predetermined drop-off location. Children enrolled in our after-school program will be met at the predetermined location at their school. They will be escorted to our center.\*\* \*\*See Director for a list of schools.

### FIELD TRIPS

L.A.C.C. Childcare Academy provides our children with routine field trips and special outing events. In order for your child to participate on a field trip, parents must sign a permission slip which includes the child's name, destination, and date. Staff members that have been trained in first aid shall accompany the children. Staff is required to take the child's Information Record, health records, signed permission slip and a first aid kit on all trips.

### COMMUNICABLE DISEASE POLICY

The entire staff of L.A.C.C. Childcare Academy practices proper hand-washing and disinfecting procedures. No staff member will attend the Center if they exhibit signs of a communicable disease. Parents will be notified of exposure to a communicable disease by Center postings and parent letters. A child suspected of having a communicable disease will be supervised in a separate area and provided with a separate mat, cot, or crib if necessary. The Director will evaluate whether the child will remain in L.A.C.C. Childcare Academy care or be discharged to his/her parent/guardian.

IF A CHILD IS ABSENT FROM THE CENTER WITH A SUSPECTED COMMUNICABLE DISEASE, HE/SHE MAY NOT RETURN TO L.A.C.C CHILD CARE ACADEMY WITHOUT A NOTE FROM A PHYSICIAN INDICATING THE CHILD IS NO LONGER CONTAGIOUS.

\*\*\*\*IF A DOCTOR'S NOTE IS NOT PROVIDED, YOUR CHILD WILL NOT BE ALLOWED TO RETURN TO THE CENTER UNTIL A DOCTOR'S NOTE IS PROVIDED.\*\*\*\*

#### PROCEDURES FOR HAND WASHING

L.A.C.C. Childcare Academy's staff and children will practice appropriate hand washing techniques in order to lower the risk of spreading communicable diseases.

Staff and children should wash their hands whenever their hands come in contact with bodily fluids, during food preparation, before and after meals/snacks, after using the restroom/changing diapers, coughing/sneezing, and before/after giving medication.

#### HANDLING OF BODILY FLUIDS

Bodily fluids and substances may include blood, semen, vaginal secretions, and saliva, secretions from the nose and throat, urine, feces, vomiting, drainage from scabs, cuts and open lesions. All bodily fluids should be considered potentially hazardous and should be handled with disposable latex gloves. Disposable latex gloves (single use) should also be used during diaper changes or soiled clothing and the surface it is on.

If skin does come in contact with bodily fluids, all affected skin surfaces should be washed with soap and running water as soon as possible. Any articles used to clean bodily fluid spills should be handled with gloved hands and disposed of in a leak-proof container. When cleaning surfaces, remove the visible material first, followed by washing surfaces with soap and water then disinfect with a bleach solution (1:10 solution, 1 part bleach to 10 parts water).

#### CLEANING AND SANITIZING EQUIPMENT

L.A.C.C. Childcare Academy will ensure that daily and weekly sanitation of the classrooms/bathrooms will occur. All cleaning materials must be stored out of reach of children and bottles must be labeled. Bleach solution should be utilized in the kitchen, classrooms, bathrooms, on the tables, doorknobs, mouthed toys, and clean-up of blood/bodily fluids. Bleach solution is a household bleach in a

1:10 solution. Bleach should be mixed with cool water and be made fresh every 24 hours.

In order to have the full sanitizing effect, toys should be cleaned first (soap and water or spray and wipe) and then sprayed again with a bleach solution and left to air dry for 10 minutes. Visibly soiled toys should be cleaned with soap and water first. Toys that are not-mouthed and used daily should be disinfected at least once a week.

### CONTROLLING INFECTION

L.A.C.C. will lower the risk of spreading communicable diseases in our classrooms through preventative health practices. Staff will contact the Director whenever there is concern about communicable disease exposure in the classroom. Parents/guardians or emergency contacts will be notified to pick up the child if he/she appears to have the symptoms of communicable disease or becomes ill at school. THE CHILD WILL NOT BE ALLOWED TO RETURN TO THE CLASSROOM UNTIL THE DIRECTOR RECEIVES A NOTE FROM A LICENSED HEALTHCARE PROVIDER THAT INDICATES THEY ARE SAFE TO RETURN TO SCHOOL. The Director will notify parents if their child has come into contact with a potential contagious or communicable disease risk. Staff and volunteers must not come to work when they are ill or have symptoms of a communicable disease.

Children may be excluded from the classrooms for the following conditions: a temperature of 100 degrees or more taken under the arm, sore throat, hacking cough, difficulty breathing/wheezing, an unexplained rash, green drainage from the nose, discharge from eyes, an unusual coloring to the skin or eyes, sores or cuts/openings on the skin, lice, a suspected contagious disease, or any other UNTIL WE RECEIVE COMMUNICATION FROM A MEDICAL PROVIDER STATING THEY ARE NO LONGER CONTAGIOUS. Names of children with communicable disease will be kept confidential. If a child is diagnosed with any communicable disease, including the following, notify the Director:

- -Acquired Immune Deficiency Syndrome (AIDS) and Human Immunodeficiency
- -Campylobacteriosis, Cryptosporidiosis, Cytomegalovirus (CMV)
- -Chicken Pox, E. coli 0157
- -Diarrhea, Fifth Disease, Measles, Giardiasis

- -Colds, Flu Influenza, Scarlet Fever, Strep Throat (Streptococcal Infections)
- -Hand, Foot, Mouth Disease (Coxsackie A)
- -Hepatitis A or B, Herpes Simples Impetigo
- -Meningitis, mononucleosis, Mumps, Pink Eye (Conjunctivitis)
- -Pinworms, Roseloa infanturn, Salmonellas, Shigellosis
- -Vomiting, Whooping Cough (Pertussis)

HEALTH RELATED RESOURCES AND EMERGENCY NUMBERS

Ambulance	911	City of Detroit Health Dept.	(313) 873-7003
Police	911	Herman Kiefer	(313) 876-4826
Fire	911	City of Detroit Health/Wellness	(313) 849-3920
		Children’s Hospital	(313) 745-5437
		Poison Control Center	(313) 745-5711 or (800) 222-1222

CHILD ILLNESS POLICY

Our Child Illness Policy is based on the Model Health Care Policies developed by the American Academy of Pediatrics.

L.A.C.C. Childcare Academy understands that it is difficult for parents/guardians to leave or miss work; therefore, it is suggested that alternative arrangements be made for occasions when children must remain at home or need to be picked up due to illness. Exclusion from the Center is sometimes necessary to reduce the transmission of illness or because the Center is not able to adequately meet the needs of the child. Mild illness is common among children. Because with may conditions children spread infectious agents before showing any symptoms, exclusion serves no purpose, as long as we can keep them comfortable throughout the day. These children do not represent any harm to other children.

Children should be excluded from the child care setting for the following reasons:\*

- -Illness that prevents the child from participating comfortably in program activities.
- -Illness that results in a greater need for care than our faculty provides without compromising the health and safety of our children.

- -Fever (100 axillary, 101 orally, 102 aural ear) accompanied by other symptoms, i.e. lethargy, irritability, constant crying, difficulty breathing, diarrhea, vomiting.
- -Diarrhea stools with blood, and/or uncontrolled, unformed stools that cannot be contained in a diaper/underwear or toilet.
- -Vomiting-green or bloody, and/or 2 or more times during the previous 24 hours.
- -Mouth sores associated with drooling.
- -Rash with fever or behavioral changes, unless a physician has determined it is not a communicable disease.
- -Purulent conjunctivitis (defined as pink or red conjunctiva with white or yellow eye discharge), until on antibiotics for 24 hours.
  - -Impetigo, until 24 hours after treatment
  - -Head lice, until after treatment and all nits are removed.
  - -Scabies, until 24 hours after treatment has begun.
- -Chickenpox, until all lesions have dried and crusted (usually 6 days).
- -Pertussis (whooping cough), until 5 days of appropriate antibiotics.
- -Hepatitis A virus, until 1 week after onset of illness, after immune globulin has been administered.\*(This list covers most common illnesses, but is not inclusive of all reasons for exclusion.)

For your child's comfort, and to reduce the risk of contagion, your child should be picked up within 1.5 hours of notification. Children need to remain home for 24 hours without symptoms before returning to the program. IN THE CASE OF A SUSPECTED CONTAGIOUS DISEASE OR CONTINUING SYMPTOMS, A DOCTOR'S NOTE WILL BE REQUIRED PRIOR TO RETURNING.

Children who had been excluded may return:

- When they are free of fever, vomiting, and diarrhea for a full 24 hours.
- When they have been treated with an antibiotic for a full 24 hours.
- When they are able to participate comfortably in all usual program activities, including outdoor time.
- The child must be free of open, oozing skin conditions and drooling (not related to teething) unless:
  - A. A healthcare provider signs a note stating that the child's condition is not contagious, and

B. The involved areas can be covered by a bandage without drainage through the bandage.

-IF THE CHILD IS EXCLUDED BECAUSE OF A REPORTABLE COMMUNICABLE DISEASE, A DOCTOR'S NOTE STATING THAT THE CHILD IS NO LONGER CONTAGIOUS AND MY RETURN TO THE CENTER IS REQUIRED. IF A DOCTOR'S NOTE IS NOT PROVIDED, YOUR CHILD WILL NOT BE ALLOWED TO RETURN TO THE CENTER UNTIL A DOCTOR'S NOTE IS PROVIDED.

The final decision whether to exclude a child from the program will be made by the Child Care Center.

\*Infants less than 4 months of age will be excluded if they have a fever of 100 axillary or 101 aural (ear) and should receive medical attention as soon as possible.

\*Any child with a fever of 105 will be excluded and should receive medical attention as soon as possible.

Note: The center will not administer Acetaminophen or other reducing medicines so a child can remain at the center. Fever reducing medicines will be given at the parent/guardian's request (with a signed note from the parent/guardian or physician) while the child is waiting to be picked up. The child cannot be readmitted to the center until he/she has been fever free for at least 24 hours with no other symptoms.

#### MEDICATIONS

We will administer medication to children with a signed note from the parent/guardian and a written order from the child's physician. You may come to administer medication to your child during the day or, if possible, check with your child's physician to see if a dose schedule can be arranged that does not involve the hours your child is in the Center. You need to complete the Medication Permission and Instructions Form for any types of medication to be administered. A designated faculty member shall administer medication. Each time medicine is given, it must be recorded on the Medication Permission and Instructions Form. This form will be filed in the child's record when completed. All unused medicine will be returned to the parent/guardian.

#### PRESCRIPTION MEDICATION

Prescription medications require a note signed by the parent/guardian and a written order from the child's physician (this may include the label on the medication). The medication must have a current pharmacist's label that includes your child's name, dosage, current date, times to be administered, and the name and number of the physician. All medications must be in the original container. You will need to complete a Medication Permission and Instructions Form specifying the dose and time(s) to be administered for each medication. A medication spoon for liquid medication Instructions Form is necessary each time a medication is prescribed.

### NON-PRESCRIPTION MEDICATIONS

Non-prescription medications require a Medication Permission and Instructions Form signed by the parent/guardian (not to exceed a three day period) on the day that the medication is to be given, specifying dose, time and reason for administration. If the medication is not recommended for the age of the child and/or you are requesting that we administer a higher dosage that what is recommended, we will need a written order from the child's physician, including the child's name, dosage, current date, times to be administered, duration of administration, and the name and number of the physician. All medication must be in the original container (labeled with your child's name) with a legible manufacturer's label and a valid expiration date. A medication spoon (for liquid medication) should be provided and have the child's name written on it.

### NON-PRESCRIPTION TOPICAL OINTMENTS (e.g. diaper cream, sunscreen)

A Medication Permission and Instructions Form signed by the parent/guardian, specifying times and dosage to be administered is required. Duration of administration is not to exceed 1 year for sunscreen and insect repellants. Duration of administration is not to exceed 90 days for all non-prescription topical ointments (diaper cream, etc.).

### CHILDREN'S RECORDS (Confidentiality and Distribution of Records)

The information in your child's record is considered privileged and confidential. No one who is not directly related to the care of your child, or with Center management or the state licensing agency,

will have access to the record without your written permission. As a parent/guardian, you may have access to your child's records within two days of a request to view the record. Upon withdrawal of your child from the Center, files will be retained for two years. A small fee may be charged, if necessary, to retrieve your child's file from off-site storage.

As parent/guardian, you have the right to add information, comments, data or other relevant material to your child's record. You also have the right to request, in writing, deletion or amendment of any information contained in the record. When your child leaves the Center, the Center management will transfer a copy of your child's record to you, or to any other person you designate, upon receipt of a written request from you.

#### STATE REGULATORY AGENCY

A state regulatory agency may review your child's record in order to ensure the Center has followed its requirements in maintaining the necessary information. All information in the record is kept confidential.

#### BABYSITTING BY CENTER FACULTY

In an effort to maintain in the professional status of L.A.C.C. faculty and to prevent any potential conflict of interest, babysitting by Center faculty is prohibited.

#### PROCESS OF DISENROLLING A CHILD

Our child care programs are centered on the children for whom we care. We seek to provide programs designed to support children's growth and to challenge them to learn as individuals with unique learning styles and ways of responding to the world. Given the diversity of families and communities we serve, we recognize and appreciate the characteristics and behaviors that each child brings to our programs.

Because our programs are based on developing partnerships and supporting families, it is only on rare occasions that a parent/guardian's actions/request may warrant the need to find a more suitable setting for themselves and their child. Some examples of instances include:

- The parent/guardian fails to abide by the Center policies or those requirements imposed by the appropriate licensing agency.
- A parent/guardian demands special services which are not provided to other children and which cannot reasonably be delivered by the program (including requests that are outside the philosophy of the program).
- A parent/guardian is physically or verbally abusive to the Center faculty, children, or anyone else at the Center.

#### FAMILY BEHAVIOR

If L.A.C.C. faculty has reasonable cause to suspect that any person picking a child up is under the influence, or is physically or emotional impaired in any way and may endanger your child, we may refuse to release the child. If so, we will request that another adult (parent/guardian or someone listed on the Child Release Form) pick up the child or call the police to prevent potential harm to your child. This will be done for the protection of your child.

#### TUITION/FEES

Tuition is due in advance, with no deductions for any absences or holidays. If tuition is not paid on the day that it is due, a late fee of \$25.00 will be added to the tuition. WHEN PAYMENT IS DELINQUENT FOR ONE WEEK, THE SPACE CAN NO LONGER BE RESERVED, AND THE CHILD CANNOT ATTEND THE CENTER UNTIL THE BALANCE IS PAID IN FULL.

A \$35.00 late fee will be charged for a check returned for insufficient funds. If this occurs, L.A.C.C. will have the option to refuse any future checks.

#### LATE PICK-UP FEES

It is important that the children be picked up at their scheduled time departure.

A late fee will be charged if a child is picked up after the child's scheduled pick up time, or if this child is in attendance more than the hours allotted by the Department of Health and Human Services (DHHS).

While LACC Childcare Academy attempts to accommodate the schedules of its parents, it is the policy of LACC Childcare Academy that no child shall remain at the center for more than the hours covered by DHHS, or not more than ten (10) hours per day, whichever is less.

### COMPLAINT AND GRIEVANCE PROCEDURE

LACC Childcare Academy strives to provide the best learning atmosphere for your child. At times, an issue may arise where you may feel there is a need to have a specific complaint or concern formally addressed.

Parents and/or guardians of enrolled children must first express their complaints, concerns and grievances with the Director of the facility. Parents are encouraged to bring issues to the Director's attention so that we may find a successful resolution between both parent and provider. The following are the steps parents and/or guardians need to take in trying to resolve issues that come up. Most issues can be solved using one step alone.

1. Either discuss the issue with the Director in person or by phone.
2. Provide the Director with a written letter of grievance. In order to respect the privacy of everyone enrolled, no personal issues will be discussed in front of the other parents or the children.
3. Schedule a meeting by phone or in person to discuss the grievance.

In the event that your grievance cannot be successfully resolved with your provider, you have the right to contact the State of Michigan, Department of Health and Human Services, Bureau of Children and Adult Licensing, P.O. Box 20650, Lansing, MI 48909 (517) 373-8300 (Complaint forms are also available on the Parent Information Board)

### LICENSING NOTEBOOK

LACC CHILDCARE ACADEMY has its licensing notebook on site, which is located at the front counter. The licensing notebook contains all of the licensing inspection and special investigation reports and related corrective action plans since May 28, 2010.

The licensing notebook is available for parents/guardians to review during normal business hours.

Licensing inspection and special investigation reports from at least the past 2 years are available on the child care licensing website at [www.michigan.gov/michildcare](http://www.michigan.gov/michildcare).

ACKNOWLEDGMENT OF RECEIPT OF PARENT HANDBOOK

I hereby acknowledge that I have received a copy of LACC Childcare Academy's Parent Handbook, and information specific to the center and state policies, where applicable. The policies outlined include, but are not limited to:

- Criteria for admission, withdrawal and termination
- Discipline Policy
- Food Service Policy
- Program Philosophy
- Typical daily routine
- Parent notification plan for accidents, injuries, incidents, illnesses
- Exclusion of policy for child illnesses
- Notice of availability of the center's licensing notebook.\*\*

I fully understand LACC's policies and procedures as outlined in the Parent Handbook, and by signing below, I agree to be bound by same. (I acknowledge that a staff member has explained LACC's policies and procedures.)

*\*\*Note: Information contained in the Parent Handbook may be subject to change without prior notice.*

\_\_\_\_\_  
Parent/Guardian Name

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

Director's Signature

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LACSC