

# **Early Impressions Preschool and Childcare Center**

## **Our Mission**

**The mission of Early Impressions Preschool and Childcare Center is to provide children with a safe, fun, learning environment where their development is encouraged and supported by educated and compassionate caregivers.**

Our goal is to provide children with a safe environment that promotes learning and creativity. Our focus is not only on education, but building strong character values that will serve as the foundation for the child's developing social skills. We work with the parents to understand the child's educational, emotional and physical needs and strive to create the most effective learning environment for that individual child. We aim to provide fun activities that are age appropriate and beneficial to each child's development.

## **Our Staff**

Our staff consists of experienced, trained individuals who strive to provide each child with the most beneficial learning environment. All staff attend a variety of seminars, conferences and other training opportunities to further their knowledge and stay informed of new research regarding early child development.

Our staff are trained in Infant, Child and Adult CPR, First Aid, Blood Borne Pathogens and compliance with the Child Protection Law. All staff have passed a Michigan Department of State Police criminal history check and a Department of Human Services check for a history of substantiated abuse and neglect.

## Our Programs

**Preschool:** Our Preschool Program cares for children ranging in age from 2  $\frac{1}{2}$  to 4 yrs old. Our preschool room is arranged in several activity centers, allowing children to choose freely between a variety of interesting, age appropriate activities. There is open space for large group activities and smaller areas for individual or small group play. One caregiver for every 8 children is schedule for this program. Children in this program will begin preparing for Kindergarten.

**GSRP Preschool:** Our GSRP classroom is made up of both GSRP selected students and private pay students. This classroom is for children 4 years or older by December 1<sup>st</sup> of that school year. Teachers in this program use a GSRP approved curriculum (Creative Curriculum) and participate in all GSRP requirements. The classroom set up is very similar to our other preschool classroom. For more information regarding the GSRP program, please visit [www.greatstartjackson.org](http://www.greatstartjackson.org).

**School-Age:** Our School-Age Program offers children ages 5 to 12 care before and after school, during school holidays, in-service days and during the summer if space is available. Before and after school care offers breakfast in the morning, snack in the afternoon, assistance with homework, as well as a variety of indoor and outdoor activities. During school holidays, in service days and summer children are offered a number of fun and exciting activities. Each week is a new adventure as activities are geared toward weekly themes. Our staff strives to develop new and creative activities to keep the children engaged and active.

## **Schedule of Operation**

**Days and Hours of Operation:** Early Impressions is open year round, Monday through Friday, 6:00 am - 6:00 pm. Parents picking their children up after 6:00 pm will be charged a \$1 per minute late fee. The center will be closed the following holiday; however, children scheduled to attend these days will still be charged tuition: New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the Friday following Thanksgiving, Christmas Eve Day and Christmas Day and New Years Eve.

**Vacation and Sick Day Allowances:** Due to licensing rules, the center is required to schedule staff according to the number of children registered to attend. Therefore we are unable to refund payment for days a child is absent. We do ask that parents inform the center when a child will be absent, as it will assist in planning for the day. **(This policy does not pertain to GSRP school days. GSRP parents will only be responsible for payment for non-GSRP days or latchkey when their child does not attend.)**

Each child will be given one week of scheduled vacation, per year, that can be used to replace a week they would normally attend the center. Each child will also be given two days, per year, of unscheduled sick time that can be used to replace two days that the child would normally attend the center. These two days will be received as credits on the following payment cycle.

## **Attendance Policy**

### **GSRP**

Research shows that attendance is the most important factor in school success. Children feel more secure at school when they attend regularly and can gain independence and learn the skills they need for kindergarten. Most importantly, your child needs to attend whenever possible to receive the full range of benefits the program offers. We want to work with you to help resolve any issue that may prevent your child from regularly attending so we do not have to drop them from the program due to attendance issues. Your child's teacher will contact you if your child's attendance needs improvement. If your child is absent we ask that you please call and let us know the reason. If we do not hear from you, we will call to inquire about him/her.

### **GSRP Classroom Enrollment**

Children will be enrolled in the GSRP slots by the Jackson County ISD. Additional spots in the classroom will be given to children who meet the age requirements and are willing to participate in the program requirements on a first come first served basis.

## Fee Policy

**GSRP:** Children who have been selected for GSRP slots through the Jackson County ISD will not be charged for care during GSRP hours. If the parent chooses to enroll the child outside of these hours, the following policy and rates will apply.

**Payment Schedule:** Payments are due, as per your contract, regardless of a child's absence for any reason. These include: child illness, family illness, vacation, doctor appointments, etc. Parents may choose from one of the two following payment options:

- **Option A:** A one-week payment is due the Friday before the week begins. Payments received after noon on Monday will be charged a \$20 late fee.
- **Option B:** Two-week payments are due the Friday before the two-week period begins. Payments received after noon on Monday will be charged a \$20 late fee.

If payment is delinquent for more than 10 days, your child's enrollment will be terminated.

**Tuition Rates:** Full Time enrollment: \$130 per week (over 5 hrs/day)

Part Time enrollment: \$20 per day (less than 5 hrs/day)

Full Day Enrollment: \$28 per day (over 5 hrs/day)

Preschool enrollment: \$16 per day (3 hrs/day)

Latch-Key: \$40 per week

## **Admission and Withdrawal**

**Admission Procedures:** Children who meet the age requirement will be accepted according space availability. Children with special needs will be accepted as long as reasonable accommodations can be made, this determination will be left to the director. Any children we cannot accommodate will be placed on a waiting list and contacted once space becomes available.

Payment of the first week's tuition fee, along with all of the completed forms are required at the time of registration. The center is unable to hold a child's space until all fees are paid and completed forms are returned.

The following forms must be completed and returned to the center to register your child:

- Child Information Card
- Health Appraisal
- Medication Permission Slip
- Payment Schedule and Care Contract

**Withdrawal Procedures:** Parents may withdraw their child from the center at anytime, however, a two week notice is required. If a two week notice is not provided, the parent is responsible for the additional two week tuition. If a child is withdrawn from the center and then wishes to re-enroll, an additional registration may be required. A child must be absent for 30 days, or have submitted a written advance notice to the center, to be considered withdrawn. Children who are absent for less than 30 days or who have not submitted written notice, will be billed at their regular contract rate. Special arrangements will be required for withdrawn children who have outstanding tuition balances, who wish to return to the center.

## Curriculum

In order to provide your children with a high quality preschool experience, we utilize Creative Curriculum. Creative Curriculum is research based, valid and reliable and helps to create an environment and experiences to develop and reinforce children's skills throughout the developmental domains:

- Approaches to Learning
- Social and Emotional Development
- Intellectual Development
- Language and Early Literacy Development
- Creative Development
- Physical and Health
- Health, Safety and Nutrition
- Early Learning in Mathematics
- Early Learning in Science
- Early Learning in Social Studies
- Early Learning in Using Technology

Creative Curriculum uses developmentally appropriate methods and creates opportunities for exploration, experimentation, problem solving and using the imagination. Each child and family is supported in recognizing talents, strengths, abilities and difference that contribute to making the classroom or home visit environment culturally affirming, challenging, fun and balanced.

## Daily Activities

The following activities are a part of our daily program and allow children a variety of ways to develop new skills and knowledge:

- *Large Group Activity:* Children spend time each day in a teacher led activity with other children. Large Group Time will allow the children to share ideas, observe and listen to other children's ideas, further develop social skills, etc.
- *Small Group Activities:* Children work in smaller groups with a teacher and a handful of other children. This allows children to get more individualized attention, while it allows our staff to observe the child interacting with other children. It provides a more intimate setting for children to interact and share ideas.
- *Child's Choice:* During this time children are provided with developmentally appropriate equipment and materials to explore and discover on their own and with their classmates.
- *Large Motor Activities:* These will take place both outside and inside. Children will be outside every day unless the windchill/temperature is below 10 degrees in the winter or above 100 degrees in the summer. (Please make sure children have appropriate protection.)
- *Quiet and Active Play:* Children will have opportunities throughout the day for both quiet and active time.

Our daily activities are designed using the Creative Curriculum and TS Gold Assessment system, so that children will participate in play and learning that focuses on language and literacy development, science and math experiences, large and small muscle development, and have opportunities for self-expression in art, music and dramatic play. All of our activities aim to



help the child feel successful and good about themselves while developing physically, socially, emotionally, and intellectually. Our goal is not only to learn new skills and ideas, but to further develop existing ones by offering materials and activities that promote creativity.

### **Daily Activity Guide**

The center will provide parents a daily activity guide for their child's classroom. Each classroom differs slightly based on the developmental needs of that age group. Please direct any questions regarding the classroom schedule to your child's teacher.

**Children will be going outside daily unless they are prohibited due to extreme weather conditions. Please send your child with appropriate clothing. Children will only be excused from going outdoors with a Doctor's note. If your child is too sick to go outdoors, they are too sick to attend the center.**

## **Weather Closing/Cancellations**

While the center rarely ever closes, there are sometimes instances when it is absolutely necessary, for example in the case of a power outage. In these instances, announcements will be made on the Early Impressions facebook page and WILX Channel 10 news.

In the case of school cancellations due to weather, if East Jackson Community Schools are closed or have a two hour delay, the center will remain open, however there will be no preschool programs that day. This means no GSRP or private pay preschool. If your child attends when there is no preschool, the normal rates will apply. This will not be announced on the facebook page or news. If you see or hear that East Jackson is closed or delayed, it automatically means there is no preschool/GSRP.

## **Meals**

The Center will provide children with breakfast between 6:00 and 8:30 am and a nutritious snack twice everyday. All meals and snacks provided by the center are in accordance with the USDA Child and Adult Care Food Program. Parents are expected to provide a sack lunch for children in attendance during lunchtime, except for those in the GSRP classroom. The center is able to re-heat meals for the children during lunch time. Meals should not take more than 2 minutes to make or reheat. Milk will be provided during lunch.

## **Rest Period**

The center will provide a cot and blanket for all children under the age of 5 and for older children who request one. Children will rest from approximately 1:00 to 3:00 pm daily. All blankets are reserved for use by only one child, are laundered weekly, and are stored as to not come into

contact with other blankets while not in use. Cots are disinfected after each use. Children are welcome to bring their own blanket or pillow from home, these will be sent home weekly to be laundered. Blankets and pillows should be small enough to fit in your child's cubby.

### **Toilet Training**

The center will work with the parents to develop a plan for toilet training while at the center. Wipes will be provided by the center, however, the parents are expected to bring diapers for the child. Once your child is potty trained, they are responsible for wiping their own bottom. Staff will supervise if necessary, but will not physically assist in this task.

### **Technology and Social Media**

Each classroom has their own private facebook group in which child's pictures will be posted for only the classroom parents to see. Permission slips must be signed for each child before their pictures will be posted.

Classroom teachers use tablets and smart phones to document information for assessment of the children in their group throughout the day. This assessment aligns with the ECSQ by using data to plan learning experiences for individual children and groups.

### **Child Protection Law**

All caregivers are required under the Child Protection Law to report any sign of abuse or neglect. It is the centers policy that the employee who suspects the abuse or neglect inform the director, or lead caregiver if the director is not on site. The director will then assist the employee with contacting Child Protective Services. The employee is the one who is responsible for call CPS. The phone number to CPS is 517-780-7600.

## **Guidance and Discipline Policy**

In accordance with our goal to promote strong character values, we encourage children to be caring, respectful and responsible when interacting with other children and staff. However, we understand that children do not always remember these values, and we look at these instances as learning experiences.

When a discipline issue occurs, our teachers begin by stopping any hurtful actions. After this, the teacher discusses the issue and their feelings with the children involved. The teacher makes sure to listen to both children's descriptions and then asks the children if they have any solutions. If necessary, the teacher will suggest a solution. The children may be asked to take a cooling off break away from the group. At this time, the teacher will discuss the child's behavior with the separately, making sure the child understands what type of behavior is expected. Once the child is ready, they are able to return to their activity. Any serious behavior concerns will be discussed with the parent.

Early Impressions Preschool and Child Care Center will not use any of the following types of punishment and any employee practicing any of these types of punishment will be immediately terminated.

- Hitting, spanking, shaking, biting, pinching, or inflicting other forms of corporal punishment or restricting a child's movement by binding or tying them.
- Inflicting mental or emotional punishment, such as humiliating, shaming, or threatening a child.
- Depriving a child of meals, snacks, rest or necessary toilet use.
- Confining a child in an enclosed area, such as a closet, locked room, box or small cubicle.

## **Health Care Policies**

**Child and Staff Hand Washing:** All children and staff will wash their hands immediately after using the restroom and prior to eating. Staff will wash their hands after assisting children with diapering and toileting and prior to preparing meals and snacks. Instructions on hand washing are posted in all restrooms and next to the hand-washing sink in the kitchen.

**Handling Children's Bodily Fluids:** Staff will wear rubber gloves while handling bodily fluids. Staff will clean and sanitize the area properly and dispose of diapers, and other soiled material in a plastic bag in the outdoor garbage. Staff will wash their hands following interaction with bodily fluids.

**Cleaning/Sanitizing:** Staff will clean toys whenever they are dirty. Toys and equipment will be sanitized at least weekly with a bleach water solution. Tables, counters, chairs, and any other food preparation surfaces, along with restrooms will be cleaned and sanitized at least twice throughout the day.

**Infection Control:** In order to control infection, we ask that children not attend the center when they are ill, have a fever, are contagious, or are unable to participate in daily activities. Staff and children will wash their hands numerous times throughout the day. Staff will ensure all surfaces, toys and equipment are sanitized, and will encourage children to not put toys in their mouths.

**Health-related Resources:** Emergency telephone numbers are listed near the phone for health related emergencies. Health-related information is available at the center including information on Communicable Diseases, Blood Born Pathogens, and Vaccinations.

**Illness:** If a child becomes ill while at the center, parents will be contacted by phone or an emergency contact person will be reached if a

parent cannot when indicators or change in a child's health are present, including, but not limited to: fever, diarrhea(two incidences), vomiting, rash, lice or prolonged discomfort.

If your child or a staff member displays any of these conditions before arriving at the center, they must be kept home until at least 24 hours after symptoms are gone. **To clarify, your child must be kept home until they've been fever, diarrhea and vomiting-free for 24 hours without medication.** In some instances we may require a doctor's note for a child to return following an illness. This is important to allow your child time to recuperate and to prevent other children and staff from getting ill.

**Medication:** If a child requires medication while in attendance, a parent or guardian must complete the appropriate medication form. If it is an over the counter medication, it must be in its original bottle and the appropriate dose must be given. If it is a prescription, it must be in the original bottle with the doctor's instructions and will be given accordingly. Medication will be stored out of reach of the children and will be administered as instructed and documented by staff. Medication cannot be mixed with any other substance to make swallowing easier. It can only be given from a measuring cup or spoon.

### **Confidentiality**

Early Impressions mandates that personal information about children and families will be kept confidential and protected. Children's health records, education records and family service records are available to staff and special consultants on a need to know basis to the extent it is necessary to carry out job responsibilities and to provide services to families. No information is released to a person outside the center without written consent from the family, this includes electronic data. Parents and other

volunteers are prohibited from reviewing records other than those of their own children.

## **Emergency Procedures**

**Accident/Injury:** A staff member trained in first aid will handle all injuries. Minor injuries (bumps, scrapes, burises) will be reported to parents at pick-up. Should you child be involved in a medical or dental emergency, our staff are trained to follow steps in our emergency plan of action. A decision will be made if the accident/illness requires an ambulance to transport your child for care or if the parents are able to transport. You will be contacted immediately. If cannot be reached, we will call the next person on the emergency contact form.

**Fire:** Fire drills are practiced monthly with all staff and children. Once all children are evacuated from the building through the nearest safe exit, they will meet at the farthest corner of the playground. Staff will take attendance once outdoors. The center is equipped with Smoke Detectors and Fire Alarms.

**Tornado:** Tornado Drills are practiced monthly during Tornado Season. Children and staff will sit Indian Style on the North Wall of the center, farthest away from doors and windows. Staff and children will remain there until an all clear is given.

**Serious Accident: Illness or Injury:** During a serious emergency of this type, one staff person will contact 911 while another provides care. The third staff will supervise the children. If there are only two staff, the staff who called 911 will also supervise the children.

## **Family Involvement/Volunteer Supervision**

As per the Early Childhood Standards of Quality(ECSQ), we offer our families multiple opportunities to participate in their child's classroom. We have regular family nights, meetings and conferences to discuss the child's development, provide parent newsletters and offer opportunities for learning at home. There are also parent advisory committee meetings held before each family night (also in alignment with the Early Childhood Standards for Quality(ECSQ)).

Any volunteer who has not passed a criminal history check and been cleared by the Department of Human Services for substantiated abuse or neglect, will not be left unsupervised with children. The center's director will inform staff of which volunteers need to be supervised. This policy includes parent volunteers. Parent volunteers are strongly encouraged to participate in their child's classroom. We understand that parents play an important role in their child's education and look forward to working with them to ensure their child's success.

## **Special Needs and Cultural Accommodations**

We are committed to the principle of inclusion and our staff receives annual training regarding the inclusion of special needs children and the consideration of each family's cultural diversity. The center provides a barrier free environment to meet the needs of children with physical challenges and will work with parents, therapists and other resources to make appropriate referrals for services and create or follow a plan for the appropriate care and education of each child with special needs.

Early Impressions respects each child's culture and diverse needs. We strive to introduce children to a wide range of cultural experiences and



encourage parents from diverse backgrounds to educate our staff and children about their culture. We believe that families are the root of the educational experience and we want to meet with them to ensure that our services are meeting their child's diverse cultural needs.

### **Problem Solving Procedure**

Early Impressions wants to work with our parents and community to ensure the best quality care for the children enrolled. We realize that in order to do that we must make sure that we have an easy and effective way to ensure that concerns are heard and addressed appropriately. The following are the steps that should be taken in bringing an issue to the attention of a staff member or director:

1. The concerned part should bring the issue to the staff involved within two business days. Staff will document the conversation.
2. If the problem cannot be resolved here, it should be brought to the supervisor/director for further discussion. This should be done within two business days. Director will document the conversation.
3. The director will hold a meeting with the involved parties to find a suitable solution to the problem. Director will document the meeting and the proposed solution.

It is important to us that we are working together with our families to meet the needs of the children. We will handle each concern with respect and do our very best to find a suitable solution for all parties involved.