



Troy Babes in Toyland Educational Center

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ENROLLMENT AGREEMENT

Child's Name: _____
Child's Date of Birth: _____

SECTION 1: PARENT/GUARDIAN INFORMATION.....

Mother/Guardian Name: _____
Mother/Guardian Date of Birth: _____
Mother/Guardian License #: _____
Mother/Guardian Phone #: _____
Mother/Guardian Address: _____
Mother/Guardian Employer: _____
 Employer Address: _____
 Employer Phone: _____
Mother/Guardian E-mail: _____

Father/Guardian Name: _____
Father/Guardian Date of Birth: _____
Father/Guardian License #: _____
Father/Guardian Phone #: _____
Father/Guardian Address: _____
Father/Guardian Employer: _____
 Employer Address: _____
 Employer Phone: _____
Father/Guardian E-mail: _____

Please choose a 4-digit pin (this will be used to enter the building (pin + *) as well as to sign your child in/out each day): _____

SECTION 2: TUITION AND FEES (Please initial each section listed below, then sign and date on the last page)

_____ **REGISTRATION FEE:** I understand that an annual, non-refundable **Registration Fee of \$75.00/\$125.00 for a family** shall be paid at the time of enrollment for my child.

_____ **DEPOSIT:** I understand that upon enrolling my child in the Troy Babes in Toyland program I am required to pay a non-refundable one-week tuition deposit in the amount of _____. This deposit will be held for the last week of care for my child (whenever that time may be). I understand that this deposit secures a space for my child at Troy Babes in Toyland for up to one month. If my child does not attend within one month of today's date his/her spot will forfeit and a new deposit week will be required in order to reserve a new start date.

_____ **TUITION FEE:** \$ _____ per week is the current tuition rate for the _____ program. I understand that rates are subject to change with reasonable notice as conditions require. We agree to pay the full fixed weekly regardless of absences. I have selected to enroll my child in the following classroom: _____

Days (check all that apply) M T W TH F Full Days ½ Days (Five hours or less)

_____ **PAYMENT OF TUITION:** I understand that tuition is payable as noted: Weekly tuition is due the Monday of the week services are rendered. We understand that if we choose to pay monthly, tuition is due on or before the first of every month that my child is scheduled to attend.

_____ **LATE OR UNPAID TUITION:** We agree that if our payment is not received by Monday, there will be a \$30 late fee assessed to my account. Any unpaid tuition fees may be sent to a third-party collection agency.

_____ **AGENCY (DHS) REIMBURSEMENT (if applicable):** I understand that I am solely responsible for any tuition payment and late fees in excess of any agency or third-party reimbursement in accordance with the applicable contract (weekly co-pays). I also understand that I am solely responsible for promptly communicating ANY changes in my status that would affect my agency payments, and that I am solely responsible for payment of any tuition in excess of any agency or third-party reimbursement resulting from my failure to promptly communicating status changes.

_____ **DISCOUNTS:** I understand that if my child attends full-time, a fifteen percent (15%) discount is offered to me for an additional child from my immediate family who enrolls in an Babes in Toyland program. The discount is applied to the lowest tuition rate. Discounts are not applicable on any fees, Agency co-pays, or special program promotions and cannot be combined with any other discount or promotion.

_____ **RETURNED CHECKS:** I understand that a processing fee of \$35 will be charged to my account for all checks which are returned for any reason and this fee is in addition to any charges that my bank or financial institution may charge me. I understand that any non-sufficient funds checks will be automatically resubmitted electronically up to three times. I understand that once a check has been processed, the check is no longer negotiable and will not be returned. If more than two checks are returned within a six month period, I will be required to pay by an alternate method of payment for the next six month period.

_____ **ABSENCES/MISSED DAYS/VACATIONS:** Your child's space is guaranteed, and for this reason refunds or credits will not be granted for absences. Each full-time child enrolled will however; receive two vacation weeks per school year (September-September) at a rate of half of your normal tuition.

_____ **WITHDRAWAL FROM PROGRAM:** I understand that I must provide a two (2) week written notice of withdrawal from Troy Babes in Toyland. If this notification is not provided, I understand that I cannot use my Deposit (which was held for the last week of care). I further understand that when my child is withdrawn, he or she will only be eligible for re-admission based upon space availability and all other enrollment criteria. If my child is selected for re-enrollment, I will be required to pay a new non-refundable Registration fee (at the current rate) as well as a new non-refundable Deposit. If there is an outstanding balance (including tuition and fees) when my child was withdrawn, I will be required to bring my account current prior to completing a new Enrollment Application. I understand all fees (Tuition, Registration or Activity) are non-refundable. I understand that a processing fee of \$35 will be charged to my account for all checks which are returned for any reason.

SECTION 3: DAILY PROCEDURES AND POLICIES (Please initial each section listed below, then sign and date on the last page)

_____ **DAILY DROP-OFF & PICK-UP POLICY:** Parents are required to sign their child(ren) in when arriving and out when departing. The sign-in and sign-out is located at the computer near the entrance of the building. You sign-in and out using your 8-digit pin (the same pin that you use to enter the building at the key pad outside of the entrance door). State Licensing REQUIRES that families sign their child in and out each day. Children will not be released to anyone other than those authorized by the parents and indicated on the Emergency Information Card. It is the parent's responsibility to inform the school if someone other than those indicated on the Emergency Information Card will be picking up your child; at that point you can either add their name to the card or write a note. A valid picture I.D. will be requested at pick-up from anyone other than the parents.

_____ **SICK CHILD POLICY:** I understand that I will be notified by phone should my child become ill during the day and that I will pick up my child promptly or make arrangements for an authorized emergency contact person to pick up upon such notification. If my child is exposed to or contacts a contagious disease, I agree to notify the school and I understand that my child will be re-admitted according to the Babes in Toyland Illness Policy.

_____ **ILLNESS POLICY:** A child, staff member and/or volunteer may not attend Babes in Toyland if he/she exhibits any of the following conditions: I understand that I will be notified by phone should my child become ill during the day.

- Fever of 100.4° or greater – must stay home at least **48 hours** returning without the use of **fever reducing medication**.
- Diarrhea of two cases within an hour or four cases during the course of the day; child should be seen by a doctor; may return only when symptoms have completely stopped, or a note has been given by the doctor explaining it's (non-contagious) cause.
- Vomiting at the center, or the night before – must stay at home at least **48 hours** and be completely symptom free before returning – unless caused by reflux – in this case, a note from the doctor is required.
- Serious cold symptoms, such as a persistent cough, heavy discharge from the nose, ears or eyes – – must stay home at least **48 hours** and be symptom free or they have been seen by a doctor and have a release to return to daycare.
- Skin rashes, must be seen by a doctor, child must be on medication for 24 hours and the drainage (if present) has disappeared completely before returning.
- Hands Foot and Mouth-Sudden onset of fever and development of tiny blisters inside of the mouth and throat and hands and on the extremities. Because Hand Food and Mouth disease is highly contagious, people with the illness should limit their exposure to others while they have active signs and symptoms. Virus can be shed in respiratory secretions, feces, and fluid from blisters. Once blisters are spotted or fever is presents, children must remain home for 5-7 days until blisters are dried out and scabbed over.

Please refrain from administering fever reducing medication prior to bringing children to school. Any child, staff member, or volunteer sent home from school may not return for a 48 hour period. This means that if a child is sent home at 4:00 PM on Wednesday, he/she may not return until the following Monday. (Doctors note if teething)

The Center for Disease Control and Prevention has provided updated guidance on the best practices to ensure the health and safety for all that attend Troy Babes in Toyland. We will be using our Temperature Check Kiosk to record each child and staff members temperature as well as performing a daily health check of each child upon arrival. The daily health check is a quick way for the child care provider to check a child's well-being or a change in the child's health status while at the center. It will be

determined by the center's staff, not the parent/guardian, upon completion of the daily health check whether or not the child remains in care for that day.

We strongly believe that it is not fair to others, nor fun for the ill child, to be at school when ill. If parents cannot be contacted, the person listed on the Emergency Information Card will be called. If your child is seriously ill, please call the center to notify us. Parents must notify the center when the child has any communicable diseases, so that it may be posted to inform other families. If diagnosed with a communicable disease, the child may only return to school with a doctor's written release.

DISCIPLINE POLICY: Our goal at Troy Babes in Toyland is to provide an environment where children will feel safe and comfortable. The staff will define and maintain consistent, reasonable rules and limits for the children and model and encourage appropriate behavior. The safe and caring atmosphere will eliminate many of the discipline problems that may occur. However, in the instance that inappropriate behaviors do occur, Troy Babes in Toyland is committed to the **HighScope Conflict Resolution** model for our discipline procedure. 1. Approach the child calmly, stopping any hurtful action. 2. Acknowledge the children's feelings. 3. Gather information. 4. Restate the problem. 5. Ask for ideas for solutions and choose one together. 6. Be prepared to give follow-up support.

Troy Babes in Toyland is committed to providing a quality learning environment for all children. Through these disciplinary procedures, it is hoped that we can help encourage independence and self-control while promoting the development of a child's self-image. All of the discipline procedures that we use will be handled in a caring manner.

BITING POLICY: Periodic outbreaks of biting occur among infants, toddlers and preschoolers, even in the best of child care programs. When it happens it can be frustrating and very stressful for children, families and teachers. Unfortunately it is a natural phenomenon, there is no blame however, there are no quick solutions to the biting problem.

A bite is a powerful and primal, quick and effective, usually inspiring immediate and dramatic reactions. Following are the likely causes of biting and suggested ways of handling the situation.

- **Teething** – When teeth are coming through, applying pressure to the gums is comforting, and babies will use anything available to bite..
- **Impulsiveness and Lack of Self Control** – Babies bite because of their natural instinct to clamp down, it is not intentional. Oral fixation is part of the natural growth process.
- **Excitement and Over-stimulation** – Quite often when children are overwhelmed by other children, objects or sounds; biting is their form of communication (I've had it, it's too much).

The Troy Babes in Toyland Policy is:

- A. Care for and help the child who was bitten first
- B. Re-direct the child who has bitten
- C. Work with the child who is biting and examine the classroom for probable causes
- D. Place a staff member to directly shadow the biter and record the instances that create the atmosphere for biting
- E. Conference with the parents to find a mutual solution. If this is not possible, the Executive Director will determine if dis-enrollment is necessary

Troy Babes in Toyland acknowledges biting will occur wherever there is a group of children; however; it is the responsibility of Babes in Toyland to protect the child and offer assistance to the parent whose child bites. We do not believe in punishment, but believe in redirection and finding effective techniques

that address the specific reason for biting. Babes in Toyland will not use any strategies that harm a child, physically or psychologically.

Troy Babes in Toyland advises parents with children in the Toddler through Pre-school rooms that biting will occur; we do not condone this behavior but we do not blame. We will conference with both sets of parents and work for a mutually satisfactory solution. Both sets of parents will be advised of the incident by way of Accident Reports issued at the time that the biting occurred.

Troy Babes in Toyland strongly recommends a doctor visit if the skin has been broken.

Please be advised that Troy Babes in Toyland will care for the bitten child and redirect the child doing the biting. There will be no punishment administered but there will be an Accident Report issued and parental conferencing following the incident.

MEAL POLICY: At Troy Babes in Toyland, we provide you child with healthy, well balanced meals and snacks that include whole grains and fresh fruits. Two nutritious snacks are provided each day for the children. We also provide hot lunch at no additional cost. A monthly menu will be posted on the parent board as well as posted on our website.

Nursery & Toddler

I agree to provide food for my infant and toddler. I agree that it will be prepared according to the following methods:

- The formula or other liquid will be bottled at home.
- The bottles will be sterilized or will be disposable liners.
- Each bottle and baby food container will be labeled with child's first and last name, contents and date.
- I agree to bring in extra bottles just in case the bottle is broken or the baby is extra hungry.
- I understand that all bottles contents that are not used during the feeding will be discarded. Baby food will be discarded after 24 hours.
- I agree to provide sufficient lunch and snack foods to meet the minimum dietary needs of my child.
- I will inform the staff of Troy Babes in Toyland when my child can begin to eat the food served at the center.

Toddler 2, Young Preschool, Preschool and Pre-k

I agree to provide food for my child if he is unable to eat the food served at Troy Babes in Toyland:

- If I pack food for my child, I agree to provide sufficient lunch and snack foods to meet the minimum dietary needs of my child.
- I agree to label the food items with my child's first and last name and date.
- I understand to put the food directly into the refrigerator in my child's classroom.
- I understand that opened food will be sent home or discarded after the meal time and/or sent home daily.
- I understand that my child will always be offered the lunches provided at Troy Babes in Toyland (if no allergies) if they are still hungry.

You may choose not to participate in the hot lunch program, and then you would be required to provide a packed lunch(including a drink) for your child labeled with his/her first and last name as well as, the date and put in the refrigerator in the classroom. If for some reason you forget your child's lunch, we will provide the hot lunch to your child. Meal time allows the children the chance to make choices,

develop relationships, practice self-help skills, manners, and conversation. Meals at Troy Babes in Toyland include a relaxed atmosphere, which the children actively participate in. The children will be offered a variety of foods and they will learn to pour, scoop and cut. Our goal is to help children develop, life-long eating habits.

SAFE INFANT SLEEP POLICY: Providing infants with a safe place to grow and learn is very important. For this reason, Troy Babes in Toyland has created a policy on safe sleep practices for infants up to 1 year of age. We follow the recommendations of the American Academy of Pediatrics (AAP) and the Consumer Product Safety Commission to provide a safe sleep environment and reduce the risk of sudden infant death syndrome (SIDS). SIDS is the sudden death of an infant under 1 year of age, which remains unexplained after a thorough investigation. The staff, substitute staff and volunteers at Troy Babes in Toyland follow the AAP safe sleep policy.

Sleep Position:

- Infants will be placed flat on their backs to sleep every time unless there is a physician/practitioner assigned sleep position medical waiver up to date on file. In the case of a waiver, a waiver notice will be posted at the infant's crib without identifying medical information. The full waiver will be kept in the infant's file (which is located in the office).
- Infants will not be placed on their side for sleep.
- Devices such as wedges or infant positioners will not be used since such devices are not proven to reduce the risk if SIDS.
- Infants who use pacifiers will be offered their pacifiers when they are placed to sleep, and it will not be put back in, should the pacifier fall out once they fall asleep.
- Pacifiers will be cleaned between each use, checked for tares and will not be coated in any sweet or other solution.
- Parents are asked to provide replacement pacifiers on a regular basis.
- While infants will always be placed on their backs to sleep, when an infant can easily turn over from back to front and front to back, they can remain in whichever position they prefer to sleep.

Sleep Environment:

- Our program will use Consumer Product Safety Commission guidelines for safety-approved cribs and firm mattresses.
- Infants will not be placed to sleep on any standard bed, waterbed, couch, air mattress or other soft surface.
- Only one infant will be placed to sleep in each crib. Siblings, including twins and/or triplets will be placed in separate cribs.
- The crib will have a firm; tight-fitting mattress covered by a fitted sheet and will be free from loose bedding, toys and other soft objects (i.e., pillows, quilts, comforters, sheepskins, stuffed toys, etc.).
- To avoid overheating, the temperature of the room(s) where infants sleep will be checked and will be kept at a level that is comfortable for a lightly clothed adult.
- Sleep clothing, such as sleepers, sleep sacks and wearable blankets are used as an alternative to blankets.
- Smoking is prohibited in or near Troy Babes in Toyland.

Supervision:

- When infants are in their cribs, they will be within sight and hearing of staff at all times.
- A staff member will visibly check on the sleeping infants frequently.
- When an infant is awake, they will have supervised "tummy time". This is proved to help infants strengthen their muscles and develop normally.
- Infants will spend limited time in swings, jump-a-roo's, and bouncer/infant seats while awake.

Training:

- All staff, substitute staff and volunteers at Troy Babes in Toyland will be trained on safe sleep policies and practices.
- Safe sleep practices will be reviewed with all staff, substitute staff and volunteers each year. In addition, training specific to these policies will be given before any individual is allowed to care for infants.
- Documentation that staff, substitutes and volunteers have read and understand these policies will be kept in each individuals file.
- All staff, substitute staff and volunteers at Troy Babes in Toyland prior to caring for infants will be trained on first aid/CPR for unresponsive infants as well as what to do when they have a question or need assistance.

Who this policy applies to:

This policy applies to all staff, substitute staff, parents and volunteers when they place an infant to sleep at Troy Babes in Toyland.

Communication Plan for Staff and Parents:

Parents will review this policy upon enrolling their child in Troy Babes in Toyland. Parents are strongly urged to follow this same policy when the infant is at home. Information regarding safe sleep practices, safe sleep environments, reducing the risk of SIDS as well as other program health and safety practices will be shared if any changes are made. A copy will also be provided in the staff handbook.

Any individual who has questions may ask:

Sue Graf, Director of Quality and Care

The information provided above should not be used as a substitute for the medical care and advice of your pediatrician. There may be variations in treatment that your pediatrician may recommend based on individual facts and circumstances.

SECTION 4: CONSENTS (Please initial each section listed below, then sign and date on the last page)

SUNSCREEN CONSENT: I provide consent for Troy Babes in Toyland to apply sunscreen on my child when he/she is exposed to the sun during enrollment at Troy Babes in Toyland. I understand that the only sunscreen that will be used on my child is the one that I provide and that it will be in the lotion form.

ASSESSMENT CONSENT: The first five years of life are very important for your child(ren) because this time sets the stage for success in school and later in life. During infancy and early childhood, your child(ren) will gain many experiences and learn many skills. It is important to ensure that each child's development proceeds well during this period.

Initialing this portion of the enrollment agreement indicates that you understand that Troy Babes in Toyland completes assessments on the children's' development using the following tools; Ages & Stages Questionnaires (ASQ-3), Ages & Stages Questionnaires - Social Emotional (ASQ-SE) and the HighScope C.O.R.

You also understand that you must also complete the on-line ASQ-3 & ASQ-SE annually during registration time.

PHOTO RELEASE: Troy Babes in Toyland has a "center camera" for the teachers to use in the classroom. The purpose of this camera is to take pictures of the children during special projects, parties, play and during normal classroom interactions. We know the importance of having "real" pictures in the

classroom and on display for the children to see themselves and their classmates in action! We will be taking pictures of the children to post in your child's classroom and throughout the hallways of the center on one of the documentation boards. These pictures will be taken on the center camera and used as an educational tool in the classroom. Some pictures will be placed on our website under the "Parent Portal" which is a locked access tool only for enrolled parent's viewing.

Occasionally, pictures will be used; to create brochures, website, and on our Facebook page. Names and personal information of children are never disclosed.

If you **object** to allowing Troy Babes in Toyland to photograph your child for advertising purposes please check this box and then pictures will only be used at the center.

Also, to aid us in professional development as well as to ensure the safety and well-being of all the children and staff at Babes in Toyland, the center is equipped with video surveillance cameras in each of the classrooms. With that said, Babes in Toyland may conduct video surveillance of any portion of its premises at any time, the only exception being private areas of restrooms. Video cameras can be positioned in appropriate places within Babes in Toyland's building and used in order to promote the safety and security of people and property. I hereby give my consent to such video surveillance at any time the company may choose.

SECTION 5: LICENSING NOTEBOOK (Please initial each section listed below, then sign and date on the last page)

All childcare centers must maintain a licensing notebook which includes all licensing inspection reports, special investigation reports and all related corrective action plans (CAP). The notebook must include all reports issued and CAP's developed on and after May 27th 2010, until the license is closed.

I understand that Troy Babes in Toyland maintains a licensing notebook of all licensing inspection reports, special investigation reports and all related corrective action plans.

I understand that this notebook will be available to parents for review during regular business hours.

I understand that Licensing inspection and special investigation reports from the past two years are available on the Bureau of Children and Adult Licensing website at www.michigan.gov/michildcare.

SECTION 6: PESTICIDE NOTIFICATION REQUEST (Please initial each section listed below, then sign and date on the last page)

As part of Troy Babes in Toyland's pest management program, pesticides are occasionally applied (either after hours or on the weekends). You have the right to be informed prior to any pesticide application made to the interior/exterior of the building. Rose Exterminator comes out once per month. In the rare occurrence that anything is treated, there will be a notice posted by Monday morning on the front door of the center as well as included in our newsletter. In certain emergencies, pesticides may be applied without prior notice, you will be provided with a notice, following any such application, by the posted note hanging on the door as well as the information in the newsletter.

SECTION 7: VOLUNTEER STATEMENT

PARENT INVOLVEMENT IN YOUR CHILDS EDUCATION: There will be many opportunities for you, as the parent to volunteer here at Troy Babes in Toyland(situations such as chaperoning fieldtrips, coming in during a class party, assisting on picture day, etc.). In these particular cases, it is a Licensing requirement that we have a "Volunteer Statement" on file for you. With this said, please complete the following...

Babes in Toyland welcomes and encourages volunteers to be involved in our programs. As a volunteer in our center, a staff member employed by the center will supervise you in the classroom you have been assigned. As a volunteer you will not be left alone and you will be supervised at all times. You will not be assigned toileting and/or diapering duties with the children. Your duties will include assisting with daily routines such as art activities, special functions (parties), group activities (field trips), reading stories, music and movement activities, and outdoor play.

As a volunteer in our center please complete the following information for our records...

Have you ever been convicted of a felony involving harm or threatened harm to an individual?

Yes No

If Yes, please explain: _____

Have you ever been convicted of a crime involving abuse and neglect of a child?

Yes No

If Yes, please explain: _____

Abuse/Neglect Statement:

- You are aware that abuse and neglect of children is against the law.
- You have been informed of the center's policies on child abuse and neglect.
- You know that caregivers are mandated by law to report abuse and neglect

PARENT SIGNATURE

DATE

SECTION 8: HEALTH CARE SERVICE PLAN (Please initial each section listed below, then sign and date on the last page)

Health Practices & Policies

Health Surveillance reporting:

- (a) Babes in Toyland will be responsible for reporting to the parent observed changes in the child's health or any accidents that may have happened to the child.
- (b) Daily sheets must be completed for each child under 2 ½ years of age; recording food intake, sleeping patterns, bowel movements and developmental milestones.
- (c) All parents are given a copy of our illness policy upon enrollment.
- (d) Accident reports must be thoroughly completed and must accurately describe the incident. Child's first and last name must be on the report. Other children involved in the incident are not to be named on the report or to be discussed with parent.
- (e) A caregiver shall require a signed medicine form from the parent and shall maintain a record as to the time and the amount of any medication given or applied.
- (f) The medication shall be in the original container, stored according to the instructions and clearly labeled for the specific child. The caregiver shall keep the medication out of the reach of the children, and shall return the medication to the parent or destroy it when no longer needed.
- (g) The caregiver who accepts the medication must also receive the written permission slip from the parent. They must then document the information and instructions on the medication board in the classroom and on the child's daily sheet.

- (h) The medicine must be kept in the medicine box in the cupboard or in the medicine box in the refrigerator, per the instructions on box. No medication should be kept in back packs or diaper bags when there is a current signed medication form for its use.

Food, Formula & Milk:

- (a) Caregivers must wash their hands prior to each feeding or bottle.
- (b) Bottles should be heated by submerging them in heated water.
- (c) Children's food and bottles are labeled with their first and last name, contents, amount and date and then put in their specific tray or area of the refrigerator.
- (d) Any parent whose child requires formula shall be expected to provide pre-mixed formula each day (already in the bottles) at the center.
- (e) Infants are to be fed "on demand."
- (f) All children at least 1 year or older will be served whole milk unless otherwise directed by the parent or licensed physician.
- (g) Any mother breastfeeding her child is welcome to continue doing so while her child is in attendance at the center.
- (h) Children too young to sit in a highchair or at a feeding table will be held in a semi-sitting position while being fed.
- (i) A child unable to hold his or her bottle shall be held whenever the bottle is given. A bottle will NEVER be propped up for the child's use as it could easily lead to the child choking.
- (j) Parents whose children are on baby food will be expected to provide such baby food. The center will provide all other children with solid foods in accordance with the lunch menu used in our daily program.
- (k) All staff food and drink must be labeled and placed in the staff drawer of the refrigerator.
- (l) Hot Lunch Program & Snacks:
 - 1) All lunches are served family style, with the children and staff sitting at the tables, to promote good manners, eating habits and socialization skills. Staff will encourage children to try some of each item served. Research indicates that it takes at least 10 exposures to a new food for a child to acquire a taste for that particular food. Babes in Toyland strives to model and encourage healthy eating habits.
 - 2) Healthy snacks from the four food groups will be served twice daily. The Pre-S and Pre-K classrooms will have an open snack time where the children serve themselves upon demand. The Toddler and Young Pre-s classes will be served family style snacks and the teachers will assist them if needed.

Diapering, Runny Noses and Hand Washing:

- (a) The Centers for Disease Control states that we utilize a standard approach for handling body fluids. This standard approach is identified as Universal Precautions.
- (b) Opening caregiver in Nursery/Toddler room is responsible to make bleach water and fill all bottles in the center. Be sure to test the solution with the provided test strips.
- (c) Twice a day prepare the "three step" dishpans of solutions for the infant room.
- (d) Hand washing, using soap and running water, before and after diapering must be practiced.
- (e) All supplies must be brought to the diapering table **before** hands are washed and the child is brought over.
- (f) Diaper table must have a pad with no cracks or tears. It must be washed and sanitized after each use- following the 3 step method. Never place anything on the diapering table except what is needed for a diaper change. This means pens, paper, a chart, shoes, etc...
- (g) *Diapering Procedures:*
 - 1. Gather Supplies

2. Wash hands
 3. Pick up child
 4. Put on gloves
 5. Diaper child
 6. Discard gloves with diaper in them
 7. Apply any cream or ointment with clean glove
 8. Wash child's hands under running water (infants use wipe)
 9. Put child down and supplies away
 10. Clean and disinfect the diaper table using the 3 step method – soapy water, rinse water, and bleach water
 11. Wash hands
 12. Document on the chart
- (h) Diapers must be discarded by wrapping soiled diaper in the glove and disposing of it in a receptacle with a lid. Empty the receptacle frequently to reduce odor. Keep receptacle away from children.
- (i) Children's hands must be washed with soap and running water after each diaper change. (Infants' hands under 9 months) may be washed with a fresh baby wipe.)
- (j) Children's diapers must be changed every 2 hours and when soiled or wet. All diapers must be checked when children waken from a nap regardless of time.
- (k) Children's noses must be wiped with a tissue and the caregiver must wash hands **immediately** after each wipe.
1. Hand washing- Rub your hands together vigorously for at least 20 seconds using warm running water and soap. Make sure you have lots of bubbles. Wash under fingernails, between fingers, and backs of hands as well as wrists. Rinse your hands under warm running water. Always use a paper towel to turn off the water, light and open the door.
 2. At a minimum you should wash your hands after the following: bathroom, diaper change, nose wipe, before you provide food service, after you clean up messes, after you handle a sick child, before you eat or drink, after you handle bodily fluids, and when you enter the class room.
 3. Have children wash their hands frequently throughout the day.

Equipment: Safe and Sanitary-

Toys, Equipment and Carpet:

Toys: Follow the three step method for cleaning and sanitizing toys:

1. Remove toy from play area and place in soapy water dishpan and wash.
2. Next rinse the toy in the rinse water dishpan.
3. Finally, submerge the toy in the bleach water dishpan and allow to air dry.
4. *** **For toys with batteries – do not submerge** in dishpans, take three wash cloths and complete each step by washing thoroughly with each cloth and solution and allow to air dry.
5. Place disinfected clean toys back on shelves.

Caregiver on duty must report and remove all broken equipment from class room immediately.

Procedure for Absorbent items:

Stuffed toys, dress-up clothes, bobby pillows, etc... will be laundered at a minimum, weekly in **hot** water.

Procedure for Carpeting:

All carpet is to be vacuumed several times daily. Spot cleaning the carpets immediately when an area is soiled or contaminated with food, vomit, feces, or urine. The carpets are cleaned every six weeks by a professional company using the extraction method.

Rest and Nap time:

Infants:

- (a) Children less than 12 months of age will be provided with a crib for sleeping. Babes in Toyland will provide tight fitting crib sheets. They will be taken home by designated staff member each Friday to be laundered.
- (b) Parents will provide sleep sacks for children less than 12 months of age. **No Blankets will be allowed for children less than 12 months.**
- (c) Children will be placed on their backs to sleep when under a year old.
- (d) Parents are to be asked what the child's normal sleep habits are, so caregivers can proceed to try to keep the child on a normal routine. Although, infants are allowed to sleep on demand.
- (e) Cribs are labeled with the child's name shall be used exclusively by that child and will be sanitized every night and a deep cleaning will be provided every Friday.

Toddlers and older children:

- (a) Children 12 months and older shall sleep on cots or mats. Parents will provide bedding and take home each Friday to launder.
- (b) Laundered bedding items should be protected from contamination by being properly stored on the cots; not touching other blankets.
- (c) Blankets are to remain under the child's chin at all times. **Never cover a child's head with a blanket.**
- (d) Cots will be labeled with each child's name and be used exclusively by that child and sanitized every night and a deep cleaning will be provided every Friday.
- (e) Children are provided the "opportunity to rest" and are never forced to sleep.

Staff Training Plan:

- (a) T.E.A.C.H.
Babes in Toyland participates in the C.D.A. Scholarship program, as well as, many other professional development opportunities for our staff.
- (b) 4C's & Great Start to Quality:
Troy Babes in Toyland encourages all employees to attend approved quality training through these organizations.
- (c) Minimum of 24 clock hours of Professional Development:
Health and safety practices are an essential component to our staff trainings. Sending our staff to conferences and trainings as well as, bringing outside speakers to the center allows us to keep Babes in Toyland's staff up to date on professional development. In addition to health and safety the following topics are provided; child development, curriculum, positive discipline, nutrition, parents as partners, licensing rules for childcare centers, primary care giving, diapering, medication administration, field trip procedures, supervision plan for volunteers, supervision of children, water activities, as well as many other pertinent topics.
- (d) Blood Borne Pathogen/Universal Precautions, First Aid and CPR Training:

All staff are required to obtain and update annually, blood borne pathogen/universal precautions training, infant child, and adult CPR and First aid.

- (e) Child Abuse and Neglect – Mandated Reporting
Annual training on mandated reporting is conducted.
- (f) Bi-annual Emergency Preparedness Procedures and Evacuation Training
- (g) Shaken Baby and SIDS Safe Sleep Training
All staff receives training in shaken baby and Safe sleep regardless of their classroom assignment.

Health Resources:

Public Health Nurse
Oakland County Health Division
Virginia Lavender, B.S.N., R.N.C.
(248) 858-1385

Emergency Response & Preparedness
Glori L. Macias
(248) 452-9879

Michigan Nutrition Consultants, Inc.
Michele Lawford, B.S., R.D.
609 Alice Street
Saginaw, Mi 48602-2709

Biting: Why do children Bite?

In even the best child care program, periodic outbreaks of biting occur among infants and toddlers, and sometimes even among preschoolers. When it happens, it can be very scary, very frustrating and very stressful for children, families and teachers. However, unfortunate, it is a natural phenomenon, not something to blame on children, families or teachers, and there are not quick and easy solutions to the problem.

If a child has not previously been around children very much, he or she probably would not bite- because neither the causes nor the opportunity would be present. A bite is powerful and primal, quick and effective, usually inspiring immediate and dramatic reactions. Some of the likely causes of biting suggest ways of handling the biting:

- **Teething** – When teeth are coming through, applying pressure to the gums is comforting, and babies will use anything available to bite. Providing a teething ring or acceptable objects to bite will lessen an infant’s need to bite other people.
- **Impulsiveness and Lack of Self Control** – Babies sometimes bite because there is always something there to bite. This biting is not intentional in any way, just a way to explore the world.
- **Making an Impact** – Young children like to make things happen, and the reactions that occur when they bite someone are usually pretty dramatic.

- **Excitement and Over Stimulation** – When some young children become very excited, even happily so, they may behave in an out-of-control fashion.
- **Frustration** – Too many challenges, too many demands, too many wants, too little space, and too many obstacles may lead a child to bite, especially before he or she has the capability to express frustrations through using language.

When Biting Happens at Babes in Toyland:

When biting happens, Babes in Toyland's response will be to:

- Care for and help the child who was bitten.
- Help the child who bit learn other behavior.
- Work with the child who bit and examine our program so that the biting will decrease.

Troy Babes in Toyland accepts responsibility for biting and other hurtful acts and for protecting the children. It is our job to provide a safe setting where no child needs to hurt another to achieve is or her ends. Our focus will not be on punishment for biting, but on effective techniques that address the specific reason for biting. Neither delayed punishment at home (which a child will not understand), nor punishment at the center (which may make the situation worse), helps. Troy Babes in Toyland does not and will not use any strategies that harm a child or are known to be ineffective. What does help is immediate, logical consequences.

Troy Babes in Toyland recognizes that biting is a developmentally appropriate behavior for children in the Nursery, Toddler and Young Pre-S rooms and occasionally in the Pre School room. Parents with children in these classrooms should expect that their children may be bit, or will bite another child. The staff understands that parents are concerned and can be upset when their child is involved in a biting incident. We ask that you remember this is a developmentally appropriate behavior, and that staff is working to identify situations that, provoke, or elicit this behavior so it can be prevented in the future. The staff will not punish, or harshly discipline children for biting behavior; they will encourage the child who has bitted to help care for the child who has been bit, they will redirect the children to different activities in separate areas of the classroom.

Parents will be notified by incident report that a biting incident occurred during the course of the day. The staff may not discuss with either parent the identity of the other child involved in the incident. This information is considered confidential and cannot be disclosed. The staff of Babes in Toyland cannot discuss the medical history of any child involved in a biting incident with the other party. It is recommended that any child involved in a biting incident be seen by their family physician for reassurance, **if** the parents are concerned about communicable diseases possibly resulting from the biting incident.

Fire, Tornado, Disaster Drills and Evacuation (Natural or Man- Made) & Parent Notification Procedures:

Babes in Toyland conducts fire, tornado, & emergency (natural or man- made) evacuation drills. Parent's, staff and children will not be made aware of drill dates or times, as this is the most effective way to assess the effectiveness of fire, tornado and emergency/evacuation plan.

During a fire/tornado/emergency drill or actual emergency situation (natural or man-made), parents may not sign children into or out of the program. Parents must wait until the drill is complete and

children have returned to the building to sign their child into the program. Parents may feel free to wait with the child's class in the designated safe-zone outside of the building until the drill is complete.

In the event of a real fire/emergency situation, the Director or designee will inform each teacher that the school will be closing. At this time, any parents waiting to sign their child in will have to leave the premises with their child. All other parents or emergency contact persons will be notified by telephone of the situation.

Parents wishing to sign their child out of the program during a fire/emergency drill or real fire/tornado/emergency situation are expected to have patience with the staff as they are trying to maintain order during an often hectic and dangerous situation. If the center is in the midst of a fire/tornado/emergency drill, parents will be required to wait until the drill is completed and the staff and children are returned to the building to sign their child out of the program.

If the center is having a real fire/tornado/emergency situation, parents will be asked to wait until the Director or designee has accounted for all staff and children and gives the staff permission to release children. During a severe weather emergency or tornado, **no one** will be permitted to leave the center until the emanate danger has passed. Once again, it is important for parents and staff to work together, remain calm, and cooperate with the fire/emergency personnel and center administration during these important and critical situations.

_____ **Alternate Safe Location:**

Should the administration of Babes in Toyland deem it necessary to evacuate the building, we will follow the evacuation plan and head to the predetermined safe zone. Parents will be notified via phone by office staff.

_____ I have read and understand the Babes in Toyland Health Care Plan and Staff Training Plan and will comply with all guidelines and rules set forth.

PARENT SIGNATURE

DATE

SECTION 9: REGISTRATION AGREEMENT (Please initial each section listed below, then sign and date on the last page)

_____ The following were included in this Enrollment Agreement. Please make sure each section is read through thoroughly, initialed and returned to the center on or before your child's first day of school.

- Parent/Guardian Information
- Tuition and fees
- Daily Procedures and Policies
- Consents
- Licensing Notebook
- Pesticide Notification Request
- Volunteer Statement
- Parent Notification Plans for accidents, injuries, illness and emergency situations.

_____ I have received a copy of the Parent Partnership Guide and have read and agree to the policy terms detailed in the Parent Partnership Guide which includes:

- Hours of operation

Revised 7/28/20

- Vacation Policy
- Attendance Policy
- Tuition Policy
- Illness Policy
- Discipline Policy
- Medication Procedures
- Biting Policy
- Outdoor Policy
- Fieldtrip
- Serious Accident/Injury

_____ I have received information on the ASQ-3 & ASQ/SE which I understand I must go on-line and complete the screening (at the minimum) once annually.

_____ I have also received a Health Appraisal form, which must be filled out by a doctor and returned within two weeks of my child's start date.

If I do not choose to vaccinate my child (with all or any of the required immunizations) or do not follow the recommended Vaccination schedule, I realize that I am required to sign a waiver form and return it to the office. However, I realize that I am still required to get the other portions of the Health Appraisal form filled out by a doctor.

_____ Finally, I have also received an Emergency Information Card. I realize that I must fill this card out annually and that it must be filled out COMPLETELY. If I move, change employers, change phone numbers, etc. I agree to update my card with the office immediately. I further understand that my child will not be released to anyone other-than the people listed on my Emergency Information Card.

Parents, by signing and dating below, you are agreeing that you have read through the entirety of this document and understand it to its fullest.

PARENT SIGNATURE

PARENT SIGNATURE

DATE

CENTER DIRECTOR'S SIGNATURE

DATE