

Kiddie Korner
Christian Child Care Center



Parent Handbook

Welcome to Kiddie Korner Christian Child Care Center and Preschool!

ORGANIZATION

The First Baptist Church of Monroe established Kiddie Korner Christian Daycare and Preschool Center in 1975. The Center is a State Licensed non-profit organization. The First Baptist board provides guidance to the Director of Kiddie Korner and the FBC Pastor governs, oversees, and formulates policies and procedures, which involve the overall operation of the child care center and preschool. The Kiddie Korner Board delegates authority to the center's Director to carry out the daily operation and management of the facility efficiently and economically.

CENTER'S MISSION

The mission of Kiddie Korner Christian Child Care Center and Preschool is to provide the best high-quality care and education for young children within a safe, nurturing, and Christian environment. We believe that each child benefits from a consistent, respectful, loving, and stimulating environment, which encourages all aspects of development. We strive to provide parents with assistance and guidance in the growth, development, and welfare of the children. The staff strive to provide opportunities for children's spiritual growth and development of Christian values.

'Apply your heart to instruction and your ears to words of knowledge.'

Proverbs 23:12 NIV

CENTER'S PHILOSOPHY

Our philosophy is to provide developmentally appropriate learning experiences that meet the child's needs and stimulate learning in all areas of development such as physical, social, emotional, and intellectual. We achieve this through planned physical activity, creative play, music, reading and art. Each child is viewed as a unique individual with different levels of ability, development, and learning styles. Each child's learning experiences and activities are designed to develop positive self-esteem and attitude towards learning. We believe in working with children and encouraging each child to use active problem-solving skills to increase their ability to make good choices. The introduction to Christian values

gives children a solid foundation for their future. We affirm each child's worth and seek to nurture them as an individual.

LICENSING

The programs at Kiddie Korner Christian Child Care Center and Preschool are licensed by the Michigan Department of Consumer and Industry Services. State Licensing rules and regulations are available to all parents and staff. Our license is posted for all to observe regarding age of the children and building capacity.

Licensing requirements are listed below. Kiddie Korner's goal is to have smaller group sizes than what licensing requires. We believe this will help ensure your child will receive more one-on-one attention from a care giver. Smaller group sizes are important to your child's health, safety, and development. Listed below are the staff/child ratio required by licensing.

Infants and Toddlers	(6 weeks to 30 months)	1:4
Preschoolers	(30 months to 3 years)	1:8
Preschoolers	(3 years to 4 years)	1:10
Preschoolers	(4 years to 5 years)	1:12
School Age	(5 years to 12 years)	1:18

STAFF

All staff members employed by Kiddie Korner are required to follow the most recent regulations set forth by the Michigan Department of Consumer and Industry, Division of Child Care Licensing. This includes having staff and volunteers (as defined in the regulation handbook) screened for criminal misconduct, child abuse, and neglect. All staff are required to have a comprehensive background check, which include a fingerprint-based background check processed through the FBI Next Generation, Michigan State Police check, NCIC Sex Offender Registry Check, Michigan's Child Abuse/Neglect Registry Check, LARA's Disciplinary Action Registry Check. In addition, a check of applicable state

criminal and child abuse for any state an individual has resided in during the past 5 years is also required.

Staff members are required to have 16 hours of annual training on topics referred to in R 400.8131 Rule 131(4), in addition to First Aid and CPR, and Blood-Bourne Pathogens training. Staff members working with infants and toddlers will have training that includes information about safe sleep and shaken baby syndrome.

Staff members at Kiddie Korner Christian Child Care Center and Preschool are mandated reporters of child abuse and child neglect and are required by law to immediately report suspected abuse and neglect to the department of health and human services, children's protective services.

Kiddie Korner Christian Child Care Center and Preschool prohibit volunteers from having any unsupervised contact with the children. Staff shall not be present in the center if he or she has been convicted of any of the following: a) A listed offense, as defined in section 2 of the sex offenders registration act, 1994 PA 295, MCL 28.722. b) Child Abuse or Neglect. c) A felony involving harm or threatened individual within the 10 years immediately preceding the date of hire.

HOURS OF OPERATION AND CLOSINGS:

Kiddie Korner hours of operation are Monday through Friday, with the exception of holidays. **(Hours may differ due to staff availability.)** The center is closed during the following holidays:

Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the day after, Christmas Eve, Christmas Day, New Year's Eve, and New Year's Day.

We will keep the center open during Christmas vacation and other holidays if there are enough children that will be attending. If enrollment does not merit us to be open, then we will be closed. When the center is closed, you will not be charged.

DEVELOPMENT PROGRAMS

The programs at Kiddie Korner Christian Child Care Center and Preschool have been designed to meet the needs of each child physically, emotionally, and socially. Their needs will be met through the exploration of daily hands-on experiences in the following areas: Science, Music, Physical Movement, Math, Language Art, and Reading Readiness Skills. The activities and lessons will be adapted to different age levels and learning styles. Weekly and monthly studies will be used for consistency, familiarity, and increased learning retention.

ADMISSION INFORMATION

The enrollment interview involves the parent/guardian and the Director in an exchange of information. The tuition rate is established. The amount that each family pays for child care services is set in accordance with policies developed by the Kiddie Korner Board of First Baptist Church. Tuition will vary depending on the number of days per week attending, and full or part-time attendance.

The Kiddie Korner Board of First Baptist Church, who are responsible for the policy making and overall operation of the child care center, reserves the right to alter the fee policies when conditions or circumstances indicate the need for a change.

A one-time non-refundable Registration Fee of \$50.00 per family and a non-refundable Annual Activity Fee of \$40.00 for all children enrolled in preschool classes must be paid at time of enrollment to reserve your child's place.

Parents may elect to cancel enrollment at any given time after giving the center a two-week notice of cancellation.

*Required forms for Enrollment are as follows:

Child Information Form

Health Appraisal Form signed by a physician

Immunization Record or Waiver signed by the Health Department

Disaster Form

Procedures and Policies Check List

Licensing Notebook

Photo Release Form

Preschool Contract

Child Care Contract

HEALTHY ENVIRONMENT

It is the goal of Kiddie Korner to provide all children with a healthy and safe environment. Parents are required to provide Kiddie Korner with a current health appraisal from their pediatrician upon enrollment in the center. Parents are notified of pending updates needed when a new health appraisal form needs to be filled out by a physician. Parents are responsible for updating the health appraisal before the expiration date to continue with enrollment.

All enrolled children are also added to the MCIR system to keep records current for the state of Michigan.

A weekly report is sent to the health department notifying them of any illness that has occurred in the center. Kiddie Korner follows the county Health Department procedures of notifying parents and preventing further spread of the illness.

FEES

Kiddie Korner uses a pre-payment plan. Payments are due on the first day of attendance each week. Bills will not be sent out unless accounts are past due, or if there is an additional fee for over-hours from the previous week. We consider 9 hours a full day (45 hours a week.) A \$5.00 an hour fee will be charged for any time exceeding 9 hours. If you go over in hours, the extra fee will be added to next week's bill. You will receive a receipt for your records, stating the payment that was posted from the previous week's payment. Payment is expected for sick/scheduled days.

SECURITY KEY FOB'S

To enter the Kiddie Korner door, a key fob is necessary. A \$20.00 refundable deposit is required for each fob. You will receive your refund with the return of each fob. If your fob is lost or stolen, your deposit will not be returned. If you have a problem with your fob or it is lost/stolen, please inform the office as soon as possible. A door bell has been installed for all visitors.

CENTER'S LATE FEE'S

If you are going to be late picking up your child for any reason, please notify the center and staff immediately. We ask that you promptly pick your child up by 6pm. A late charge of \$10.00 per child for every 15 minutes will be assessed beginning the first minute after closing time.

SCHEDULE POLICY

Children should only attend the center on the days they are enrolled for. Staff are required to follow State regulations for teacher-child ratios. If an extra day is needed, please check with the director regarding availability. If your child will not be attending on a scheduled day, please notify Kiddie Korner as soon as possible. Please inform the office one week in advance of any change in your weekly schedule or upcoming vacation time. You will be charged without a weeks' notice of a schedule change. Exceptions will be made for serious illnesses, uncontrollable situations with a doctor's note, or director's approval.

A child will be dropped from enrollment automatically after 10 days of continuous absences unless prior notice has been given to the director.

ARRIVAL

Since we are a child care center, all children are not expected to be here at a certain time but may be brought in accordance with the parents' hours of work. The earliest time a child may arrive depends on the enrolled classroom. Please check with the director on available times.

Kiddie Korner is required to record the daily attendance of each child. Please sign your child's arrival and departure time on the sign-in sheets. The adult responsible for dropping

off and picking up must also sign his/her initials. Children are never to be dropped off at the center and walk in alone. In addition to being a licensing requirement, it also helps with communication between parents and caregivers.

CELL PHONE POLICY

We ask that parents refrain from cell phone use while dropping off and picking up their child. This allows parents to be able to give teachers their full attention while transitioning their child for class.

DEPARTURE

Children will be released to adults whose names are on the "Child Information Sheet". If a friend or relative who is not on your pick-up list is to pick up your child for any reason, you must notify us in writing, call the office, or verbally tell the caregiver. We cannot release your child without your consent. A picture identification is required for anyone other than a parent/guardian picking up your child. If a positive identification cannot be provided, the release will be denied, and the parent will be called.

Please inform emergency contacts, or people designated to pick up your child, that if we do not know them, or the child cannot recognize them, (Hi grandma!) then we will ask for identification. We do not mean to offend anyone; this is simply a measure taken for your child's protection.

It is our intent to meet the needs of children, especially when the parents may be experiencing difficult situations such as divorce, separation, or remarriage. Sharing information about such situations can help the teaching staff support your child through such challenging and difficult experiences. Such information will be kept in strict confidence.

Our center cannot legally restrict the non-custodial parent from viewing, reviewing records, or picking up the child. A child shall be released to either parent unless a court order prohibits release to a particular parent. A copy of the court order shall be kept on file at the center, and in cases of conflict, the proper authorities will be contacted.

PARENT/STAFF COMMUNICATION

The same caregivers work with the children daily. Having the same caregivers every day provides continuity for the children. Parents are encouraged to discuss concerns about their child's needs with a caregiver. Parents are permitted to visit the center at all times for the purpose of observing their child.

It is not unusual for a child to be upset when separating from a parent in an unfamiliar situation. This is a new environment for your child with new faces. You can help your child by encouraging him or her. Children who are very emotional concerning the separation from parents will be comforted by a caregiver. You are more than welcome to call and check on your child to be reassured of their adjustment.

Parent involvement is an important aspect for a successful learning experience. Please check your child's mailbox daily for important papers. Please download the REMIND app for communication or use our email at: kiddiekornerchristian@gmail.com. Our phone number is 734.243.6397.

CHILDREN WITH DISABILITIES or CHRONIC ILLNESSES

If your child has a disability, please communicate with the director or your child's teacher a plan to help modify toys, equipment, or food if necessary. Let us know about any skills that will be needed to help your child succeed in our center. We believe team work is the best practice to help your child succeed!

DIVERSITY

Kiddie Korner accepts all diverse backgrounds. We believe God created all people equally. Kiddie Korner will encourage children to recognize and appreciate others for the unique way God made them. This is represented in our center through diverse books, toys, and songs. Adults will model through empathetic and accepting behaviors.

FAMILY INVOLVMENT

Kiddie Korner will host special events during the year for families to enjoy together. In the winter Kiddie Korner will host a Book Fair for children and families. Our Pre-K class

will have a Christmas Program and Graduation Ceremony for friends and family to attend. All classes at Kiddie Korner have monthly newsletters to enjoy, and family resources will be displayed on the parent board by the sign-in sheets. Special resources will be placed in your child's locker regarding special family events offered throughout the county.

NUTRITION POLICY

The children are served a nutritional mid-morning snack and an afternoon snack. The snack menu is posted monthly outside your child's classroom. The purpose of Kiddie Korner's nutrition plan is to provide healthy snacks that meet CACFP requirements and are appetizing to children. Children are provided with nutritious food while in care and healthy eating is encouraged and supported throughout the program. We believe healthy eating plays an important role in the growth and development of children. Children are encouraged to bring a refillable water bottle with them each day to teach healthy drinking habits as well.

Kiddie Korner has developed a drinking water management plan for the center. All drinking water furnished to children for human consumption is from a filtered water source.

Parents must supply their child's lunch. Please write your child's name on his or her lunch box. We are unable to warm up meals for preschool aged children due to time restraints. Meals may be warmed up for infants and toddlers. Parents of infants must supply their own milk/formula, bottles, nipples, and baby food. Bottles, sippy cups, and individual containers must be labeled with the child's FULL NAME AND DATE. Bottles must be prepared at home.

FOOD ALLERGIES

If your child has any food allergies, PLEASE make sure to put this information on your child's enrollment papers as well as letting the caregiver and Director know. A doctor's note is required and kept on file as well as a food allergy and anaphylaxis emergency care plan.

BIRTHDAYS

We would love to celebrate your child's birthday! If you wish to bring something for your child's birthday, please talk to your child's teacher for more information. All treats must be store-bought due to state guidelines.

CHILD DEVELOPMENT

Daily experiences at Kiddie Korner each day will include physical, social, emotional, and cognitive development. As well as approaches to play and learning. Each day will have a balance of the following activities: quiet and active, individual and group, large and small, and child and staff initiated. Daily routines are posted in each classroom.

OUTDOOR PLAY

We feel that outdoor play is very beneficial to your child's health and needs to be a part of their daily activity. Outdoor play gives the children a chance to engage in physical activity, along with increasing their large and fine motor skills. Please dress your child in clothing that is appropriate for outdoor play in various weather conditions. For every 3 hours of care, 30 minutes will be devoted to active outdoor time. Appropriate indoor activities will be planned when weather prohibits outdoor play.

SNOW DAYS

Since our parents are working parents, we will be open if possible during bad weather. However, if Monroe Public Schools are closed due to inclement weather, preschool classes will be cancelled, but our child care will remain open. Parents are encouraged to plan for substitute care if the child care closes due to bad weather.

In the event of any two-hour delay at Monroe Public School, our classes will begin at their regular time.

CLOTHING

Please dress your child appropriately for the weather. Please mark all extra clothing and coats with your child's name. We ask that you bring an extra change of clothes for your child while at the center. The spare set of clothes can be left at the center in a sealed bag or brought daily in a book bag. Infants and young toddlers may bring in a diaper bag

filled with extra clothes, diapers, and wipes. Remember to change his/her clothing throughout the seasons. All clothing items need to be marked with your child's name.

APPEARANCE

Please dress modestly and conservatively.

1. Always wear neat, clean clothing, and shoes.
2. All shoes must have a back to them. No backless sandals or flip-flops.
3. Dresses and skirts shall be long enough in length, so undergarments are not seen.
It is recommended that shorts be worn under dresses/skirts.
4. Bare midriff and bareback tops are not permitted.
5. Hats may not be worn inside except for special occasions.
6. Objects cannot be worn on shoes or clothing that make noise or cause distraction to the classroom.
7. Clothing with non-Christian or worldly slogans and designs are not allowed.

PERSONAL ITEMS FROM HOME

We ask that you do not to bring personal items (i.e. toys, money, candy, lip balm or gloss, etc.) to the center. The center does not accept responsibility for broken or lost/stolen items. If your child is napping, your child will be permitted to bring in a stuffed animal to encourage comfort that will be kept in his/her backpack until nap time.

NAPTIME POLICY

Please provide your child with a small blanket, small pillow, or a rollup nap mat for rest time. All children are assigned a cot that is disinfected weekly. Your child's blanket should be in a plastic bag, book bag, or duffel bag that can be closed completely with your child's name clearly visible on the bag. Please also label your child's pillow and blanket with their name. Blankets and pillows are to be taken home and washed on Fridays or the last day of attendance for that week and returned on Monday. Any personal items left at the center for over two weeks after a child has withdrawn will be discarded.

HEALTH POLICIES AT THE CENTER

Kiddie Korner staff will perform a daily health and safety check on each child upon drop off. A child is not to be brought to the center with a fever. If your child comes down

with a fever while in attendance, we will contact you to come pick up your child. Please make sure your updated phone number is on your child's information sheet.

If an ill child is found to have a contagious disease, a doctor's note must be submitted stating that your child is not contagious and indicates the date he/she may return to the center.

If your child must be sent home due to illness during the day, make sure you check your child's temperature before taking him/her to the center the following day. All children should be fever free for 24 hours without medication before returning to the center. Also, if you suspect your child has a communicable illness, please do not bring them to the center.

HEALTH SYMPTOMS REQUIRING REMOVAL OF A CHILD FROM THE CENTER:

FEVER- and sore throat, rash, vomiting, diarrhea, earache, irritability, or confusion. A fever is defined as having a temperature of 100 degrees or higher taken under the arm or 101 degrees taken orally.

DIARRHEA- runny, watery, or bloody stools. Bowel movements that cannot be contained in a diaper or the child cannot reach the toilet in time will require the child be sent home. Young children, especially infants, may have frequent or loose stools regularly or in response to a variety of conditions, but these are different from diarrhea. Secondary symptoms of crying, pain, refusal to eat, etc. are also considered.

VOMITING- 24 hours should pass without an episode before your child returns to the center. Infants can spit up for many reasons. With no other symptoms present, we will wait to see if an infant throws up a second time before calling a parent.

BODY RASH WITH OR WITHOUT FEVER

SORE THROAT WITH FEVER AND SWOLLEN GLANDS

SEVERE COUGHING- the child gets red or blue in the face or makes high-pitched whooping sounds after coughing.

EYE DISCHARGE- thick mucus or pus draining from the eye, or pink eye.

YELLOWISH SKIN OR EYES

MOUTH SORES WITH DROOLING

TEETHING- teething is not a reason for removal. Teething can cause a low-grade fever, crankiness, loose bowel movement, and a clear runny nose. If your child normally has a fever during teething, we may require a physician's note to keep your child at the center.

HEAD LICE- your child must be nit-free before returning to the center.

OTHER- Child is irritable, continuously crying, shows signs of breathing difficulties, or requires more attention that can be provided without hurting the health and safety of other children in our care.

WHEN A CHILD MAY RETURN:

1. Your child's temperature must remain below 100 degrees consistently for a 24-hour period without the aid of medication.
2. If your child was diagnosed with an infection that requires an antibiotic, your child must be on the antibiotic for a 24-hour period.
3. If your child was sent home due to vomiting, diarrhea, or high fever with other symptoms, your child must be symptom free for a 24-hour period.
4. The nasal discharge is no longer thick, yellow, or green.
5. Eyes must be clear of any discharge and the child must be on drops or antibiotics for a 24-hour period.
6. Your child may return when nit free.
7. Your child may return if a physician has determined that a rash is not contagious.

Occasionally we require a physician note when returning to the center.

If your child is ill or has been diagnosed with an illness, please notify the Director. We are required to report all illnesses to the Monroe County Health Department weekly.

PRECAUTIONS

The child care staff take every precaution to prevent the spread of all childhood illnesses in the center including:

1. Requiring sick children to remain home until symptom free.
2. Separating children from the group who become ill at the center.
3. Hand washing procedures are in place for staff and children upon entering the center, before and after eating, after using the restroom, and after outdoor play.
4. Disinfecting tables before and after eating.

5. Disinfecting changing areas and toileting areas regularly.
6. Washing and disinfecting toys.
7. Disinfecting all sleeping equipment on a regular basis.
8. Sharing information with the children about the spread of germs and the prevention of the spread of germs.
9. Notifications of any communicable diseases will be posted and sent home.

MEDICATION POLICY

- 1) Medication, prescription or non-prescription, shall be administered to a child by an adult caregiver only.
- 2) We can only give or apply the medication with prior written permission from a parent.
- 3) All medication must be in its original container, stored according to instructions, and clearly labeled for named child.
- 4) Prescription medication shall have the pharmacy label indicating the physician's name, child's name, instructions, and the name and strength of the medication, and shall be given according to those instructions.
- 5) All the medication will be kept out of the reach of children and shall be returned to the child's parents or destroyed when the parent determines it is no longer needed or it has expired.
- 6) The caregiver shall give or apply any prescription or non-prescription medication according to the directions on the original container unless authorized by a written order of the child's physician.
- 7) A caregiver shall not add medication to a child's bottle, beverage, or food unless indicated on the prescription label.
- 8) Topical non-prescription medication, including, but not limited to sunscreen and insect repellent, requires written parental authorization annually.
- 9) Kiddie Korner will maintain a record as to the time, date, and the amount of medication given with the caregiver signature included.

EMERGENCY CARDS

At all times, the Child Care Center should have the correct information to contact the parents or guardians if necessary. This information is given at the time of enrollment. Parents/guardians will be asked to review the child's emergency form every year. Please notify the office if there is a change in phone number, address, emergency contact, or job.

IN AN EMERGENCY

In the event of a minor injury (bruise, scrape, cut, bloody nose, etc.), first aid will be applied, and the parents/guardians will be notified at the time of pick up. If you would like to be notified before pick-up of a minor injury, please supply the office with written notification.

An accident report will be filled out and signed by the parents and administrator of the incident. The original report will be filed with the child's records, and a copy will be sent home the next day.

In the case of a serious accident or sudden illness requiring immediate medical attention the following procedure will be followed:

1. Someone will always stay with the child and first aid will be administered.
2. Child's parents/guardians (or emergency contacts) are called.
3. If the accident is serious, 911 will be called and the child will be transported by ambulance to the nearest hospital.
4. With any injury requiring medical/first aid attention, an injury report will be filled out by the staff and signed by the Director. When the administrator has signed the incident report it will be given to the parents and explained as to how and what happened, a copy will be kept on file and a copy will be sent home with the parents.
5. A serious injury requiring hospitalization will be reported to our Licensing Consultant within 24 hours and a written report will be filed in 5 days.

Should an emergency arise at Kiddie Korner Christian Child Care Center, (sick child, accident, or environmental) you will be notified via a telephone call or email. All efforts to contact a parent/guardian will be made first. If a parent/guardian cannot be reached, the next person listed on the child's emergency form will be called. If the person(s) cannot be reached, your child will be taken to Monroe ProMedica Regional Hospital, unless parents have designated a different emergency plan. Please make sure all phone numbers, names, and emails are up to date on your child's emergency form. Kiddie Korner's phone number is: 734.243.6397. Our email address is: kiddiekornerchristian@gmail.com

Kiddie Korner has developed a response plan in the event of a building evacuation (Fermi Nuclear Power Plant, fire, explosion, chemical spills, radiation, etc.). Should an incident occur while your child is in our care, Kiddie Korner has an agreement with the Monroe YMCA, located at 1111 W. Elm Street, to serve as a host facility until parents/guardians pick up their children. All children and adults will walk to the YMCA. Infants and toddlers

will be transported in portable cribs or strollers. Children with special needs or a chronic medical condition will be guided or carried to safety by a therapist or assigned caregiver. Kiddie Korner staff will remain with the children until all are picked up by an authorized adult.

MANMADE EMERGENCIES

We have an Emergency Response Guideline viewable near the parent board regarding this matter.

SAFETY POLICIES

The center has established the following precautions to help ensure your child's safety:

1. Staff members always have access to landline phones.
2. Fire and tornado alert plans are posted in each room. Drills are periodically practiced with the children to prepare for emergencies.
3. All Staff are certified in First Aid/CPR and Blood-Bourne Pathogens.

BULLYING

Bullying is defined as repeated, unwanted, aggressive behavior toward another person. Examples include:

1. Saying hurtful and unpleasant things.
2. Making fun of others.
3. Using mean and hurtful nicknames.
4. Completely overlooking someone.
5. Hitting, kicking, pulling hair, pushing, or shoving.
6. Telling lies about a person.
7. Trying to get a child to dislike another.
8. Teasing or taunting.

Kiddie Korner has a zero-tolerance policy for bullying. If a child is found engaging in bullying, he/she will be given a warning, and a parent conference will be scheduled. Upon repeated warnings, the child will be dismissed from Kiddie Korner.

DISCIPLINE

Kiddie Korner utilizes several disciplinary techniques, which help children to internalize rules and become self-directed in their behavior. These include giving choices, problem solving, natural and logical consequences, and redirecting.

The following techniques used at Kiddie Korner are:

1. Positive Reinforcement: The child will be encouraged when he or she is demonstrating acceptable behavior.
2. Redirection: The child is redirected to another activity and given an opportunity to try again at another time.
3. Removal: When a child's behavior is continuously upsetting or dangerous to others, a conference will be held with the parents. If the problem cannot be resolved, Kiddie Korner reserves the right to dismiss a child from the center.

All the following means of punishment shall be prohibited:

- (a) Hitting, spanking, shaking, biting, pinching, or inflicting other forms of corporal punishment.
- (b) Restricting a child's movement by binding or tying him or her.
- (c) Inflicting mental or emotional punishment, such as humiliating, shaming, or threatening a child.
- (d) Depriving a child of meals, snacks, rest, or necessary toilet use.
- (e) Excluding a child from outdoor play or other gross motor activities.
- (f) Excluding a child from daily learning experiences.
- (g) Confining a child in an enclosed area, such as a closet, locked room, box, or similar cubicle.

SCHEDULES

All schedules at Kiddie Korner are flexible according to the needs of the children and are adjusted for the children. We ask for schedule changes by 5pm on Tuesdays the week before.

INFANT ROOM:

Arrival: Time for the parent and caregiver to help the infant make the transition from parent to caregiver. It is also a good time to discuss the infants' previous evening, any concerns, and any special information the caregiver should be aware of.

Sleeping: Each infant will nap according to his or her own personal schedule. Times are recorded to let the parent know at what time and how long the infant slept.

Eating: The caregiver will recognize the child's individual schedule through physical or oral signs. The time of a feeding, along with the amount of milk, formula, or food will be recorded. Infants will be held while feeding a bottle. Nutritional needs will change as an infant develops. Solid foods can be gradually introduced in conjunction with parental consultation.

Diapering: Each infant is checked or changed every hour and recorded.

Engaging time: Infants will spend time during the day playing and learning with his/her caregiver to continue nurturing his/her physical, social, cognitive, and language development. These developments come from tummy time, reading time, crawling, and interaction with other infants. This interaction also creates positive feelings and a connection between the caregiver and infant.

End of the day: This is an important time for the caregiver to share with the parents about their child's day. It is also a time for the infant to transition from caregiver to parent. The parents will be given a daily record of all accounts at this time.

INFANT DAILY SCHEDULE:

7:30am	Arrival, morning greeting
8:00am	Choice/tummy time
9:00am	Diapering/handwashing
9:15am	Morning snack
9:45am	Story/songs
10:00am	Outside/walk (weather permitting)
10:30am	Diapering/handwashing
10:45am	Small group
11:00am	Lunch
11:30am	Rest/quiet time
2:00pm	Diapering/handwashing
2:15pm	Afternoon snack
2:30pm	Choice/tummy time
2:45pm	Story/songs
3:00pm	Outside/walk (weather permitting)
3:30pm	Diapering/handwashing
3:45pm	Large group
4:00pm	Choice
5:00pm	Prepare to go home

TODDLER DAILY ACTIVITY GUIDE:

7:30am	Arrival, morning greeting
8:00am	Choice
9:00am	Diapering/handwashing
9:15am	Morning snack
9:45am	Story/songs
10:00am	Outside/stretch (weather permitting)
10:30am	Diapering/handwashing
10:45am	Small group
11:00am	Lunch
11:30am	Rest/quiet time
2:00pm	Diapering/handwashing
2:15pm	Afternoon snack
2:30pm	Choice
2:45pm	Story/songs
3:00pm	Outside/stretch (weather permitting)
3:30pm	Diapering/handwashing
3:45pm	Large group
4:00pm	Choice
5:00pm	Prepare to go home

PRESCHOOL DAILY ACTIVITY GUIDE:

6:00am	Arrival/morning greeting
8:30am	Choice
9:00am	Restroom/handwashing
9:15am	Morning snack
9:30am	Choice
10:00am	Large group
10:15am	Restroom/handwashing
10:30am	Outside/stretch (weather permitting)
11:00am	Restroom/handwashing
11:15am	Story/songs
11:30am	Lunch
12:00pm	Restroom/handwashing
12:30pm	Rest/quiet time
1:30pm	Wake up/restroom/handwashing
2:00pm	Afternoon snack
2:15pm	Choice
2:30pm	Large group
3:00pm	Outside/stretch
3:30pm	Restroom/handwashing
3:45pm	Small group
4:00pm	Choice
5:00pm	Prepare to go home

TERMINATION

Kiddie Korner Christian Daycare and Preschool requires a two-week notice prior to termination. At this time, your two-week payment will be due whether your child attends or not. Kiddie Korner reserves the right to terminate the contract immediately or at any time for, but are not limited to:

1. Failure to pay fees on time.
2. Failure to comply with policies.
3. Failure to complete various forms.
4. Lack of parental co-operation or communication.
5. Two consecutive weeks of unexcused absences.
6. Behavioral issues unable to be worked out between Kiddie Korner and the parents.

EQUAL OPPORTUNITY ENROLLMENT

It is unlawful for the center to discriminate against the enrollment of children upon the basis of race, color, religion, sex, handicap, disability, or national origin. Our staff at Kiddie Korner Christian Child Care Center and Preschool are dedicated and trained for the special developmental needs of all children. Please inform the Director and the Teacher of any special needs that may need to be addressed to make your child's program a positive experience. It is the intention of the center to follow the Federal, State, and local laws at all times.

LICENSING NOTEBOOK

Kiddie Korner Child Care Center and Preschool licensing notebook contains all the licensing inspections, special investigation reports, and related corrective action plans since May 28, 2010. The licensing notebook is available to parents during regular business hours to view in the office. The licensing inspection and special investigation reports from at least the past two years are available on the child care website at: www.michigan.gov/michildcare.