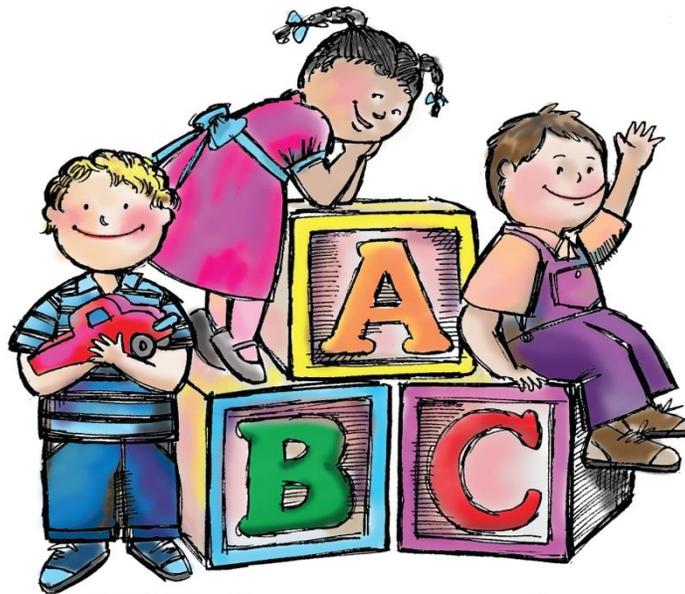


# ABOVE AND BEYOND LEARNING CHILDCARE CENTER



Welcome to  
Preschool

## GSRP Preschool Parent Handbook



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**ABOVE & BEYOND LEARNING CENTER  
POLICY & PROCEDURES FROM A TO Z  
PARENTS HANDBOOK  
INTRODUCTION**

**PHILOSOPHY OF PROGRAM**

Childhood is a unique and valuable stage of human development. We are committed to supporting children’s social, emotional, physical, and educational development, respecting individual differences, and helping children learn to live and play cooperatively. We strive to promote children’s health, self-awareness, competence, self worth, and resiliency.

**Above & Beyond Learning Child Care Center** is a privately owned and operated child care facility dedicated to providing a quality program for children between the ages of six weeks and thirteen years. We strive to reflect the high standard set by NECPA (National Early Childhood Program Accreditation). Our goal is to provide care that parents can trust in an age appropriate and supportive environment.

**CONFIDENTIAL INFORMATION**

We protect the information of your child and your family’s, records. It’s only available to the Center’s administrators, and authorized employees of the Department of Consumer and Industry/child Day Care Licensing. Confidential information includes, but is not limited to: names, addresses, phone numbers, disability information and health related information of anyone associated with **Above & Beyond Learning Child Care Center**. Information concerning any child will not be released without the approval of the parent or guardian, unless such disclosure is mandated by child care licensing, Child Protective Service, or by a Court of Law.

**CURRICULUM**

**Above & Beyond Learning Child Care Center** enjoy a curriculum based on developmental appropriateness. This Means Our programs and curriculum are designed to meet the developmental level of each child which is divided into eight domains, which are: Aesthetic Development, Affective Development, Cognitive Development, Language/Communication Development, Physical Development, Social Development, Construction Development, and Pretend Play. The Curriculum is guided by the recommendations of High Scope Head Start Ready

**RESERVATION OF RIGHT TO CHANGE POLICIES AND/OR PROCEDURES**

**Above & Beyond Learning Child Care Center** reserves the right to add, delete, modify, or amend the policies and procedures written in parent handbook provided for in the program, upon a ten day written notice to parents.

**STATE REQUIREMENT**

The State of Michigan requires that all employees report any suspicious of child abuse or neglect to Child Protective Services.

**SCREENING OF STAFF**

**Above & Beyond Learning Child Care Center** in compliance with licensing rule 400.5102. has in place a written screening policy which includes but is not limited to subjecting employees to criminal background checks, abuse and neglect checks that are completed by the Department of Human Services, health appraisals, and reference checks. **Above & Beyond Learning Child Care Center** staff sign a “Zero Tolerance Child Abuse and Neglect: statement. They are informed on child abuse and neglect policies.

**ABOVE & BEYOND LEARNING CENTER  
POLICY & PROCEDURES FROM A TO Z  
PARENTS HANDBOOK**

**ABSENCES:**

It’s mandatory to give the Center a “courtesy” call if your child will be absent or arrive late from the schedule time. This”courtesy” call is **ALWAYS** expected which helps us to plan properly for those children who are present, staff and food preparing. Your child should attend class regularly for optimum learning. Bring your child on time so that your child will not disrupt the class. **No Excuses!!!**

**ARRIVAL TIME and Dismissal of Students:**

**GSRP:** class start at 8:30 am till 3:30 pm . Late arriver will not be served after the following scheduled times: Breakfast @ 8:30am -9:00am, Lunch 12:00-12:45 pm, Snack @ 3:00 pm-3:30pm. Parents are expected to arrive within 10 minutes of the scheduled start and dismissal of class. Your child’s teacher needs to prepare for the day not supervise children. We cannot release a child to anyone under the age of 18 years of age. Anyone who is picking up



your child should be on their information card and prepared to show a picture ID if they do not have an ID we will not release your child.

### **ADVISORY BOARD**

All Parents are invited to serve on our Advisory Board. The advisory board meets once a month to help develop, revise, and approves the program policies and procedures. Parents who serve on the Advisory board develop an in-depth know ledge about the program, our surrounding community, and resources available to families.

### **CLOTHING**

Every child must have a complete change of weather appropriate clothing along with any other items that you feel can be left at Center for any accidents that may occur. Children are taken outside daily and should be dressed appropriately Fall and Spring require light jackets, hats, Winter heavy jackets, boots, snow pants, gloves, and hats. In the Summer, we ask that you send a swimsuit, tee shirt, water shoes, towel, and sun screen. Label your child's clothing and belongs with their first and last name. If you send expensive clothing (designer label) with or on your child, you do so at your own risk, because they will get soiled, stained or damaged and we are not responsible for lost, stolen, or damage clothing. Clothing must be stored in a plastic box no bags. **Above & Beyond Learning Child Care Center does not assume responsibility for lost or damage clothing, jewelry, or belongings.**

### **DAILY SIGN IN & OUT**

**It's Mandatory you bring your child to the classroom and sign your child in & out daily.**

### **DISCIPLINE POLICY**

**Above & Beyond Learning Child Care Center GSRP** we maintain a positive approach helping children become more aware of their own behavior. We also, develop rules to protect the safety of children, property, and the rights and feelings of others. It is our philosophy that consistency, reinforcement and redirection plays a strong role in developing and maintain a strong, positive self-image. Our discipline guidelines are as follows:

- ❖ Discipline shall be positive and consistent with the developmental needs of the child and applied with the full knowledge of the parents/guardians.
- ❖ Ridicule, abusive language or harsh, humiliating or "shock" treatment of any kind will not be used at **Above & Beyond Learning Child Care Center**. No child will be subjected to abuse, neglect or exploitation.
- ❖ Discipline will not be associated with rest, food or toilet training.
- ❖ Children are never isolated and without staff supervision
- ❖ Good Behavior is encouraged and praised
- ❖ Patience and understating is used to help the children learn positive self-discipline while enforcing disciplinary actions.
- ❖ Discipline is not associated with the withholding of emotional responses or stimulation. Children will not be required to remain silent for long periods of time.
- ❖ Corporal punishment is not used

In the case of continued discipline problems, staff will notify the parents or guardian to discuss possible solutions and/or recommendations. In a case where a child's behavior or actions have resulted in the destruction **Above & Beyond Learning Child Care Center** property, the parents/guardian will be responsible for the repair or replacement of the property. Disenrollment is always a final option.

### **FIELDS TRIPS**

GSRP students take field trips and walks throughout the school year which is considered an integral part of the educational program and will be taken periodically if weather permits. There is no cost for your child to participate in the field trips. Information about upcoming trips can be found in our monthly newsletter. Transportation Service will be provided by a license, insured company that is equipped with all mandatory safety features. If space permits, parents are always welcome to come along on any field trips **CELL PHONE CANNOT BE USED** while on the field trip, because children are excited by the places we go so it is a must that you keep your eyes on them at all times. We regret however, that siblings cannot attend off-site field trips. Your signature on your child information card and parent agreement permits your child to attend and participate in our field trips. If you choose not to have your child attend, **Above & Beyond Learning Child Care Center** is not responsible **for providing alternate care for your child during the time of the field trip.**



### **EMERGENCY PROCEDURES**

**Above & Beyond Learning Child Care Center** has established procedures for all emergencies, including fire, tornado and medical. Evacuation routes and procedures are posted in the building at the exit doors. Emergency drills are practice on a regular basis. Smoke detectors and fire extinguishers are routinely checked. Staffs are certified with CPR, First Aid and Blood Pathogen. In the event of a medical emergency, a staff member will make every effort to first notify parents/guardians before transporting a child in an ambulance. Your signature on your child information card and parent agreement gives **Above & Beyond Learning Center** permission to administer first aid or obtain emergency medical treatment in the best interest of the child.

### **FOOD & NUTRITION**

**Above & Beyond Learning Child Care Center** is with the CACFP program which provides nutritious and well-balanced breakfast, snacks, and lunch and Dinner we are. Our meals and snacks are planned to meet the nutritional requirements of the MDE. We use fresh or frozen fruits and vegetables they is prepared daily; served in an attractive manner, but never forced upon a child. We post weekly menus for parent's review. The menu is continuously evaluated and revised. For special occasions such as birthdays and holidays we ask that parent/guardians check with the Director before bringing any treats and schedule a date for special occasions. **Special Diet requests** if a child requires special food accommodations will be made.

### **FORMS TO SIGN AND RETURN**

When needed up-date forms

- ❖ Health Appraisal, including immunization records
- ❖ Developmental History Form
- ❖ Illness policy
- ❖ Medication Form
- ❖ Photographs / Video
- ❖ Sun Screen Permission
- ❖ Registration and Withdrawal Agreement Form
- ❖ Work/School Schedule
- ❖ Child Information Cards

### **HANDWASHING (400.8134)**

All volunteers shall wash their hands with soap and warm running water for at least 20 seconds prior to starting the day at the center, and Prior to care of children. Before preparing and serving food and feeding children. Before and after using the toilet or helping a child use the toilet, after handling bodily fluids, after handling garbage. Volunteers shall assure that children wash their hands, before meals, snacks, or food preparation experiences, after toileting. No Volunteer is allowed to wipe you child after he/she uses the restroom.

### **HOLIDAYS**

During all Federal Holidays- we are closed.

### **HOURS OF OPERATION**

Monday through Thursday 8:30am -3:30pm

We will be closed in observance of the following Holidays: **Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Memorial Day, Labor Day, Fourth of July, King's Day ,Professional Development Day for a Week, and Veteran's Day.** We also reserve the right to close during inclement weather, i.e. snow storm etc. Latchkey before and after fee will remains the same during holiday weeks. There are no refunds or proration given for holidays, family vacations, visiting relative or sick days.

### **DAILY PRESCHOOL SCHEDULE & ROUTINE**

8:30-9:00 Welcoming/ Breakfast  
9:00-9:15 Message Board  
9:15-9:45 Outside Play (Gross Motor) Bathroom/ Hand Washing/ Story  
9:45-10:00 Large Group( Circle Time)  
10:00-10:10 Planning Time  
10:10 -11:10 Work Time  
11:10-11:20 Clean Up  
11:20- 11:30 Recall  
11:30-11:45 Small Group



11:45-12:15 Outside Play (Gross Motor) Bathroom/ Hand Washing  
12:15-12:45 Lunch  
12:45- 1:00 Clean Up & Tooth Brushing  
1:00 – 2:45 Nap Time  
2:45 – 3:00 Bathroom/PM Snack Time  
3:00 – 3:30 Story/ Gross Motor Time/ Outside/ Dismissal

### Illness

Caring for a sick child is ultimately the responsibility of the parent/guardian, please be prepared to make alternative care arrangements. Parents shall be notified when the center observes changes in the child's health, a child experiences accidents or injuries, or when a child is too ill to remain in the group. We ask that children be picked up within one hour. Children absent due to a contagious (or suspected contagious) disease may not return to **Above & Beyond Learning Child Care Center** without a written clearance from a physician. Once a child returns to **Above & Beyond Learning Child Care Center** after being absent from an illness, they must be well enough to be able to participate in all activities.

Parents will be notified if their child has any of the following conditions;

- ❖ Fever of 101.1 degrees or more
- ❖ Rash (undiagnosed)
- ❖ Diarrhea, increased number and water content of stools

### Illness

- ❖ Vomiting
- ❖ Children with specific infections such as but not limited to : Whooping Cough, Strep Throat, Head lice and scabies, Hand, Foot and Mouth disease, Chicken Pox, Mumps, measles,
- ❖ Influenza
- ❖ Discolored eye, ear or nose discharge

Evidence of severe illness: lethargy, unusual sleepiness, irritability, prolonged crying, inconsolability, obvious discomfort, difficult or rapid breathing, extreme or uncontrollable coughing, wheezing, poor appetite.

In the case of a medical emergency, Above & Beyond Learning Center has permission to administer first aid or obtain emergency medical treatment in child (ren) best interest.

### INJURIES

When a child is injured, regardless of the nature of the injury, an accident or ouch report is filled out at the time of the incident. First-Aid is administered following specific guidelines.

- ❖ If the injury requires further evaluation and/or treatment, the parents will be notified immediately.
- ❖ Any time a child has a head injury, no matter how slight , a call is placed to the parent
- ❖ In the event of serious injury your child information card gives Above & Beyond Learning C enter permission to call 911.
- ❖ Any costs or charges for 911 emergencies will be the sole responsibility of the parent.

### MEAL TIME

Meals are to be served Family Style as described in the as described in the GSRP Implementation Manual. Amount of food must be sufficient for all children and teachers. Extra servings are expected to be available.

### MEDICATION

Licensing rule 400.5113b Medication, prescription or nonprescription, shall be given to a child by an adult caregiver only.

- ❖ Medication, prescription or nonprescription, shall be given or applied only with prior written permission
- ❖ Medication parental permission forms are filled out completely on a weekly basis. Included on this form are the exact time(s) the medication is to be given and the parent/guardian signature.
- ❖ All medication shall be its original container, stored according to instructions, and clearly labeled for a named child.  
A medicine spoon must be provided for any oral medication.
- ❖ Prescription medication shall have the pharmacy label indication the physician's name, child's name, instructions, and name and strength of the medication and shall be given according to those instructions.
- ❖ Medication will be stored in a child proof locked cupboard away from children. If the medication needs to be refrigerated the medicine must be in a refrigerator.



- ❖ A care giver shall give or apply any **prescription or nonprescription medication** according to the directions on the original container unless authorized by a written order of the child's physician.

#### NO SOLICITING OF EMPLOYEES

**Above & Beyond Learning Child Care Center** does not refer or recommend any employee for private duty. It's not allowed.

#### NON-DISCRIMINATION

**Above & Beyond Learning Child Care Center** does not discriminate on basis of Race, Color, Creed, Sex and/or Religion.

#### OUTDOOR PLAY

**Above & Beyond Learning Child Care Center GSRP** has an enclosed playground that is age and developmentally appropriate. Outdoor play is an integral part of our curriculum. To ensure proper staff/child ratios at all time, we cannot keep a child indoors. If a documented medical reason stipulating restrictions is provided, we will try to accommodate the request. **Your child goes outside twice a day per State of Michigan Licensing Rule R400.5106.**

#### PHOTOGRAPHS AND VIDEOS

While the Parent Agreement allows **Above & Beyond Learning Child Care Center** to use photograph without restriction, it does not permit other parents or outside agencies to photograph children, staff or Center activities.

### PARENT CODE OF CONDUCT

The **Above & Beyond Learning Child Care Center** requires the parents of enrolled children to behave in a manner consistent with decency, courtesy, and respect at all times. One of the goals at **Above & Beyond Learning Child Care Center** is to provide the most appropriate environment in which a child can grow, learn and develop. Achieving this ideal environment is not only the responsibility of the employees but, is the responsibility of each and every parent or adult who enters the Center. Parents are required to behave in a manner that fosters this ideal environment. Parents who violate the **Parent Code of Conduct** will not be permitted on the property thereafter.

#### SWEARING AND CURSING

No parent or adult is permitted to curse or use other inappropriate language on **Above & Beyond Learning Child Care Center** property at anytime, whether in the presence of a child or not. Such language is considered offensive by many people and will not be tolerated. If a parent or adult feels frustrated or angry, it is more appropriate to verbally express the frustration or anger using non-offensive language. At **NO** time shall inappropriate language be directed toward members of the staff.

#### THREATS

Threats of any kind will not be tolerated. In today's society, **Above & Beyond Learning Child Care Center** cannot afford to sit by idle while threats are made. While apologies for such behavior are appreciated, the Center will not assume the risk of a second chance. **PARENTS MUST BE RESPONSIBLE FOR AND IN CONTROL OF THEIR BEHAVIOR AT ALL TIMES.**

#### **THE ADDRESSING OF OTHER CHILDREN AT Above & Beyond Learning Child Care Center**

Parents are prohibited from addressing, for the purpose of correction or discipline, a child that is not their own. Of course, no parent or other adult may physically punish another child. If a parent should witness another parent's child behaving in an inappropriate manner, or is concerned about behavior reported to them by their own child, it is most appropriate for the parent to direct their concern to the classroom teacher and/or Center Director. **Furthermore**, it is totally inappropriate for one parent to seek out another parent to discuss their child's inappropriate behavior. All behavior concerns should be brought to the classroom teacher or Director's attention. At that point, the teacher and/or Director will address the issue with the other parent. Although you may be curious as to the outcome of such a discussion, teachers and/or the Center Director are strictly prohibited from discussing anything about another child with you. All children enrolled in our agency have privacy rights and are further protected by our Confidentiality Policy. You may be assured that we will not discuss anything about your child with another parent or adult visiting the Center.



### **SMOKING**

For the health of all employees, **Above & Beyond Learning Child Care Center** children and associates, **smoking is prohibited Within 25 feet of the Center property**. Parents are prohibited from smoking in the building, on the grounds. Parents who are smoking in their vehicles must dispose of the cigarette prior to entering the building.

### **CONFRONTATIONAL INTERACTIONS**

Confrontational Interactions with employees or other parents at Above & Beyond Learning Center. While it is understood that parents will not always agree with the employees or parents of the other children, it is expected that all disagreements be handled in a calm and respectful manner. Confrontational interactions are strictly prohibited.

### **VIOLATIONS OF THE CONFIDENTIALITY POLICY**

**Above & Beyond Learning Child Care Center** takes very seriously the responsibility of maintaining the confidentiality of all persons associated with the Center. Parents must understand the implications of this responsibility. Parents need to recognize that the Confidentiality Policy not only applies to their child or family, but all children, families and employees associated with. Any parent who shares any information considered **Above & Beyond Learning Child Care Center** be confidential, or pressures employees or other parents for information which is not necessary for them to know, will be considered to be in violation of the Confidentiality Policy.

### **PARENTS INVOLVEMENT POLICY**

Parental involvement is a critical element of high-quality early care and education. It has been mandated by the Wayne RESA, and is outlined in Developmentally Appropriate Practice (DAP), and incorporated into NAEYC standards for programs serving young children.

### **PARENT VOLUNTEER (400.8128)**

All volunteers who has contact with children at least 4 hours per week for more than 2 consecutive weeks is free from communicable tuberculosis, verified within 1 year before employment or volunteering, shall be kept on file at the center.

### **PHOTOGRAPHS AND VIDEOS**

Please respect this agreement by refraining from videotaping or photographing your child or staff while on **Above & Beyond Learning Child Care Center**. Photographs taken by **Above & Beyond Learning Child Care Center** is used for our monthly newsletter, public relations and staff training. Your signed parent agreement and acknowledgement of receiving this handbook, gives **Above & Beyond Learning Child Care Center** permission to use such materials without compensation and pictures and video will not be solicited.

### **POSSESSIONS FROM HOME**

Because **Above & Beyond Learning Child Care Center** cannot be responsible for any lost or damaged items, it is in your child's best interest to leave toys and personal items at home, with the exception of naptime buddies and "show and tell" days. In keeping with the curriculum and goals of our program, toys in the form of weapons, guns, warriors action figures, etc should be kept at home at all times. **Above & Beyond Learning Child Care Center** will not be responsible for anything that is lost or damaged.

### **RECEIPTS**

Parent/guardian will receive a receipt for every payment when tuition is paid. At the end of the year, you will receive a total dollar amount you have paid for tax purposes.

### **REGISTRATION & ENROLLMENT REQUIREMENTS:**

Parents/Guardians must schedule an appointment Monday through Friday for viewing **Above & Beyond Learning Child Care Center**. All children being enrolled are asked to come with their parents allowing him/her to explore the center. All forms and fees must be submitted prior to your child's enrollment.

### **RELEASE OF CHILD**

It is mandatory that every child has a child information card on file, which identifies all persons who are authorized to pick up the child. Children will only be released to individuals listed on the card with proper I.D. If proper I.D is



not present the child(ren) will not be release. **Above & Beyond Learning Child Care Center** is not responsible for any injury or harm to a child who has been released to a person on the child information card or identified in the written exception request process.

#### **Special Exception**

Should a parent wish to have a one-time special exception, we request that you submit to the office a signed, dated, written note the morning of the release. Only under extreme conditions will **Above & Beyond Learning Child Care Center** be allowed to change or add release names orally.

#### **Court Order Releases**

In cases where an enrolled child is the subject of a court (Custody Order, Restraining Order, or Protection from Abuse Order) **Above & Beyond Learning Child Care Center** must be provided with a Certified Copy of the most recent order and all amendments thereto. The orders of the court will be strictly followed. In the absence of a court order on file with **Above & Beyond Learning Child Care Center**, both parents shall be afforded equal access to their child as stipulated by law. **Above & Beyond Learning Child Care Center** cannot, without a court order, limit the access of a one parent by request of the other parent, regardless of the reason.

#### **REST PERIOD**

All children in attends for more than 5 consecutive hours are required to have a rest period.

- ❖ Naptime is from 1:30 pm to 2:45pm.
- ❖ Parents/guardian shall provide a small sheet, and pillow.
- ❖ Nap items are to be labeled.
- ❖ Nap items are sent home each Friday to be laundered and brought back to the Center the following Monday.
- ❖ All children will not want to take a not in these case activities will be given to the child like puzzles, books, etc.

#### **SUMMER DAY CAMP**

**Above & Beyond Learning Center** offers a summer day camp for all school age children. This is a separate program and requires a separate registration fee and weekly charge. More information for our Summer Day Camp program is available every June. Children enrolled in our Summer Day Camp program have a separate handbook with more specific policies for field trips, appropriate behavior and discipline.

#### **TEXTING**

Is a form of communication, along with our newsletters and speaking with our parents at **Above & Beyond Learning Child Care Center**. The Center's Director or Administrator will text you the following: Center closings, Reminders, and you may text us in case of emergency.

#### **TRANSPOTATION**

Parents much have child dressed and ready, and walk child to the car and buckle your child in seat.

#### **WITHDRAWAL**

**Above & Beyond Learning Center** requires a 2-week written notice prior to withdrawal.

#### **TEMPORARY WITHDRAWAL**

On occasion, due to work, medical circumstances, a parent/guardian may be have to withdraw their child(ren) on a temporary basis. Proper termination notice and procedure must be adhered to. Once a child is withdrawn, **Above & Beyond Learning Child Care Center** cannot guarantee enrollment for the child in the program.

### **TUITION AND FEES**

Latchkey Payment are due "Every Monday Morning "of that Week. **No partial payment will be accepted**

#### **OVERTIME RATES**

Children left in care over 7 hours will be charged \$1.00 a minute. **No partial payment.**

#### **VISITING AND CONFERENCES:**

Conferences for GSRP preschool age children will be scheduled twice in a school calendar year about every three months. Otherwise, conferences will be offered when needed. Above & beyond Learning Center urge you to consult with the Teacher whenever any questions or concerns arise regarding your child at the center. If you do not



have an opportunity to talk schedule a conference with us please call between the hours of 1:00pm-3:00pm or after 6:30pm Monday through Friday to discuss your concerns. Emergency situations don't apply to this policy. It is mandatory for Parent to do Two Home Visits, Two Parent Teacher Conferences.