



Central Day Care Center

Infant • Toddler • Preschool • Pre-K

Traverse City, MI

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Parent Handbook

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Introduction

1. Purpose of the Parent Handbook

This Parent Handbook contains the policies and procedures of Central Day Care Center (hereafter referred to as CDCC). It is meant to serve as a reference guide. It is not meant to cover every aspect of the child care program or every situation that may arise. For the purposes of this handbook, "parent" means the parent(s) or guardian(s) of the child in care. Parent should feel free to contact the Director with questions concerning the contents of this handbook.

2. Changes to the Handbook

CDCC reserves the unilateral right to add, delete or amend the policies and procedure provided for in this handbook upon thirty (30) days written notice to parent. No notice will be given in the event of emergency situations or licensing mandates. Changes to policies and/or procedures contained in the handbook are effective only if set forth in writing and signed by CDCC.

3. Handbook is the Property of CDCC

This handbook is the exclusive property of CDCC and is intended for the exclusive use of the parents/guardians of enrolled children. The handbook may not be copied or distributed to any third party without the express written permission of CDCC.

4. Confidential Information

Each child has a right to confidentiality. All information pertaining to the children in the program, including all reports, records, and data are confidential and used for internal purposes only. Information pertaining to children enrolled in the program will not be released to third parties without the express written permission of parent; unless required by statute, court order, or licensing mandate.

Photographs/video footage of CDCC activities and events taken by center staff will comply with this confidentiality. On occasion CDCC may use pictures and/or video on CDCC social media, web, and marketing outlets. CDCC will attempt to disguise the identity of children if the parent has not signed a release allowing CDCC to use the child's picture for such purposes. CDCC cannot guarantee that photographs/news footage from outside sources will not appear in the media.

5. Nondiscrimination Policy

CDCC is an equal opportunity provider and employer. CDCC complies with the State of Michigan and federal laws regarding unlawful discrimination. A complaint may be filed with the Michigan Department of Civil Rights, www.michigan.gov/mdcr. For questions about discrimination, the Michigan Department of Civil Rights can be contacted by the following:

Phone: 313-456-3700

Toll-free: 800-482-3604

TTY: 887-878-8464

Email: MDCRServiceCenter@michigan.gov

Philosophy

1. Philosophy of the Child Care Program

It is the philosophy of CDCC that if a child is placed in a developmentally appropriate (defined by the Department of Human Services as age appropriate as well as appropriate to the individual child), stimulating, and supportive environment, the child will feel successful. At CDCC "being successful" refers to positive attitudes relating to the development of self-awareness, awareness of others, the acquisition of knowledge and skills, and mastery of the environment. At CDCC the ideal environment for encouraging successfulness is child-centered, emphasizing learning through play and through teacher-planned experiences based on the interests and needs of the children.

2. Discipline

All Caregivers are required to use positive discipline with each child. Positive discipline is an ongoing process of helping and encouraging children to use self-control for self-management while protecting and maintaining the integrity of the child.

When implementing "positive" discipline, all caregivers are required to do the following:

- a) The caregiver must communicate to children using positive statements. Be kind and firm at the same time. Guide the children by being respectful and encouraging them even when misbehavior happen.
- b) The caregiver will encourage the children to use their own words and solutions with adult guidance and support to resolve their own interpersonal conflicts.
- c) The caregiver will communicate with children by getting down on their level (eye to eye), and talking to them in a calm, quiet manner about what behaviors are acceptable in the child care setting.
- d) If the unacceptable behavior persists, the caregiver will redirect the child to another activity.

Employees are never permitted to use any form of negative discipline, including corporal punishment in any manner.

The Lead Teacher, Director and/or Associate Director will maintain ongoing communication with you regarding all aspects in the care of your child, including behavior expectations.

3. Behavior Expectations

Your child's caregivers are educated to recognize each child as an individual, to respect their choice of activities, religious backgrounds, ethnic and cultural backgrounds. Our goal is to make our curriculum and the interaction with your child positive toward learning through activities that are stimulating and responsive to the individual need of your child. We will strive to provide them with the love and positive guidance with many opportunities to develop social skills such as self-control, self-direction, self-esteem, and cooperation.

We help each child develop and maintain the following:

- a) Being responsible for yourself

- b) Respecting the rights of others
- c) Respecting the property of others
- d) Being in the appropriate place at the appropriate time
- e) Using appropriate language

CDCC staff will document all behavioral problems, as well as any conversations with parents/guardians relating to that child's behavioral problems. Parent will be provided with a written confirmation of such discussions.

If a child with a behavioral problem qualifies as a child with a disability under the Americans with Disabilities Act, CDCC will make reasonable accommodations to the child's special needs.

4. Conferences

Formal parent/teacher conferences are held twice yearly for preschool/pre-K rooms. In addition, parents should feel free to contact the Lead Teacher with questions, concerns or to schedule a meeting with the teacher at any time. Parent is/are also welcome to visit CDCC at any time... no appointment necessary.

5. Outdoor Play Guidelines

CDCC is required by the Department of Consumer and Industry Services to provide daily outdoor activity unless prevented by inclement weather (R400.8107). CDCC will consider the following factors when making decisions about taking children outdoors for play:

- a) Wind-chill factor / temperature
- b) Severe weather conditions
- c) Degree of shelter from the wind
- d) Humidity levels
- e) Degree of sunshine or shade available.

6. Field Trips

CDCC will occasionally take the children on field trips. Prior to each field trip, parent will be required to fill out a permission form giving the child permission to go on the field trip. Where parent **does not** give permission for the child to go on the field trip, parent will be responsible for making alternate child care arrangements during that time.

CDCC will frequently take the children on walking field trips to nearby parks, businesses, and events. At the time of enrollment, parent will be required to give permission for such trips by signing the field trip permission slip.

Field trip fees must be paid prior to departure and must be paid in cash.

Policies

1. Employee/Volunteer Screening

All CDCC staff members and volunteers, including parents, who have contact with children are required to have a background check and fingerprinting. This statement attests to the fact that the individual has never been convicted of child abuse or neglect. CDCC conducts criminal history records check through IndentoGO to verify these statements for CDCC staff.

Please note that any volunteer must have a DHS clearance letter on file. Parents who are assisting in classroom celebrations and who do not possess a DHS clearance, will be supervised, and accompanied at all times by CDCC staff.

2. No Private Duty by Employees

Employees of CDCC are prohibited from accepting offers for private duty (e.g., "babysitting," serving as a "nanny," etc.) for any of the children enrolled in the program. Employees who violate this rule are subject to disciplinary action and/or termination.

CDCC asks that parent refrain from requesting that any employee of the program engage in private child care duties for any of the children in the program. CDCC reserves the right to terminate the child care contract where parent violates this policy.

3. Transportation Services

CDCC does not provide any transportation services. Transportation for field trips is arranged through the Bay Area Transportation Authority (BATA) or TCAPS school Bus for children 3/4 years of age and requires written permission from parent. Where parent **does not** provide written permission for BATA or School Bus transportation, alternative child care arrangements must be made by parent. Children under the age of 3 will not attend fieldtrips that require TCAPS school busing. They may however, be transported by BATA when possible. Transportation fees must be paid before departure and must be paid in cash.

4. Parking Lot Safety

Parking lots are a source of danger to young children. Please enter and exit the parking lot with extreme caution. We ask that parent hold the child's hand while walking to and from a parked vehicle. Do not let the child exit the building alone. Do not leave the engine of an unattended vehicle running.

5. Absent Parent

If parent does not arrive to pick up the child by 6:00 PM, the following procedure will be followed:

- a) Two (2) staff members will remain at the center with the child for up to one hour (7:00 PM).
- b) During the first hour without contact from parent, staff will begin calling persons listed on the child's information card in an attempt to locate parent.
- c) If staff is unable to locate parent, attempts will be made to contact another individual authorized to remove the child from center care.
- d) If by one hour after the closing of CDCC (7:00 PM), parent has not been contacted and no authorized person has been reached to pick up the child, staff will notify the Director or Associate Director. The police will be notified that CDCC has an abandoned child in its

custody.

- e) The Director or Associate Director will follow the procedure described by the police, remaining with the child for as long as possible.

6. Inappropriate Parent Conduct

Parent must be aware that adults serve as role models for children. Additionally, CDCC is responsible for protecting the children in CDCC care, and for providing a safe workplace for staff members. Therefore, it is critical that, while on CDCC property, a parent always conduct himself or herself in a professional and rational manner. CDCC reserves the right to immediately terminate the child care agreement if parent behaves inappropriately.

The following actions are grounds for immediate dismissal (please note that this is not an exhaustive list of inappropriate behaviors):

- a) Acts of violence, including assault and battery.
- b) Harassment of or threats against the staff, other parents, or children.
- c) Possession of illegal substances or firearms.
- d) Verbal or physical abuse of any child.
- e) Profanity; or
- f) Indecent exposure.

7. Intoxicated Parent

Parent must be aware that CDCC staff is not properly trained to make assessments relating to intoxication or other impairment, and therefore assume no responsibility to assess the competency or condition of any individual appearing to pick up the child.

If parent arrives at CDCC appearing to be under the influence of drugs and/or alcohol, staff does not have the authority to refuse the child into the custody of parent. Instead, staff will:

- a) Suggest that an alternate method of transportation be arranged.
- b) Report the incident to the police (should Parent insist upon leaving with the child).
- c) Director or Program Director will also be notified.

8. Child Release

As a condition of providing child care services, parent must supply the names of at least three individuals (including themselves) to whom CDCC may release the child in the event of an emergency. CDCC will not release the child to any individual whose name is not on the list.

Before CDCC releases the child, if the individual is unknown to staff, staff will require that the individual show positive identification in the form of a valid state or federal identification. Other forms of identification, such as work identification, are not acceptable.

Should parent wish to have a one-time special exception to allow an individual not listed on the card to pick the child up, parent must leave a signed, dated, written note with CDCC staff the morning of the release. Parents are not allowed to change any release instructions orally or emailed.

CDCC assumes no responsibility for any injury or harm to the child who has been released to a person on the child release list or identified in the written exception request process.

CDCC staff respect the family's privacy. However, where questionable child release situations occur, CDCC has a duty to maintain its role as the child's advocate.

With respect to child custody disputes, until custody has been established by a court action, one parent may not limit the other from picking up the child from CDCC care. The child information card signed by the enrolling parent states, "persons other than parent" It is not within our legal right to withhold a child from a parent, unless there has been a court action which limits one parent's right to the child.

An alternate care program should be sought if CDCC's child release protocol places a child at risk.

Health and Illness Policy

1. When to Keep a Child at Home

CDCC requires that parent keep the child home when he/she is ill for several reasons. A sick child may rest more comfortably in his/her own home, and keeping a sick child home helps to prevent the spread of contagious illnesses to other children in the program. If your child exhibits any of the following symptoms, please keep the child home:

- a) Temperature of more than 100.4 in the morning
- b) Severe cold with fever, sneezing, and colored nasal discharge
- c) Bronchitis or a constant cough
- d) Diarrhea
- e) Vomiting
- f) Signs of unusual crankiness, listlessness, fussiness, and/or sleepiness
- g) Conjunctivitis (the eye infection commonly referred to as "pink eyes" that manifests itself as a reddening of the white of the eye with a secretion of yellow or white fluid that often causes the eyelid to be sticky; burning and itching may accompany the visible symptoms)
- h) Impetigo (red pimples on the skin that, when broken, result in raw and weeping lesions occurring most often on moist areas of the body) symptoms of a possible communicable disease such as measles, German measles, chicken pox, and mumps.
- i) Symptoms of a possible communicable disease such as measles, german measles, chicken pox, and mumps.

CDCC may require a doctor note for a child to return to the center and reserves the right to determine if a child is too ill to attend

2. When a Child Becomes Sick at CDCC

CDCC will report to parent any accidents, suspected illnesses, or any other changes observed in the health of a child. CDCC will notify parent when the child is exposed to a communicable disease while in care so that parent may monitor the child for symptoms. When a child becomes ill while at the center (or runs a temperature of more than 100°), CDCC staff will notify the parent with a health check on Brightwheel.

Where a **100.4°+** temperature is present, parent will be required to keep the child at home for no less than **24 hours**. The child may return to the Center when no fever is present, and they are not using a fever-reducing medication (Tylenol/Ibuprofen/Motrin) for 24 hours.

Bedding, toys, utensils, toilet, and lavatory used by an ill individual will be appropriately cleaned before being used by another child.

3. Medication

When parent requests that the center administer medication, the following provisions shall apply:

- a) Medication, including prescription medications, over the counter medications, or individual special medical procedures, will be given or applied only with prior written permission from parent. Prescription medication shall have the pharmacy label indicating the physician's name, child's name, instructions, and name and strength of the medication and will be given

in accordance with those instructions. CDCC will not honor any instruction from a parent that contradicts the instructions of the physician (for prescription medications) or the instructions on the label (for over-the-counter medications).

- b) CDCC will maintain a record as to the time and the amount of any medication given or applied.
- c) The medication shall be in the original container, stored according to the instructions, and clearly labeled for the specific child. CDCC will keep the medication out of the reach of children and will return the medication to parent or destroy it when no longer needed.

These rules also apply to commonly used medications such as diaper rash ointment: Desitin, talcum powder, etc.

4. Emergency Medical Care

Parent gives permission to CDCC to call 911 in the event of a serious emergency. Any costs or charges incurred for 911 emergencies are the sole responsibility of parent. In the event of an emergency, the director (or if unavailable, a senior staff member) will accompany the child to the hospital, contact parent, and remain with the child until parent arrives.

5. Accident, Injury, or Incidents

Parents will be notified of an accident, injury or incident via a written report which will be given to the authorized person picking up the child at the end of the day. Parents may also be notified via phone, Brightwheel, or in-person by the Director or Associate Director as needed.

6. Disclaimer

CDCC will take the necessary precautions to contain and prevent the spread of contagious illnesses or diseases. However, CDCC cannot guarantee that contagious illnesses or diseases will be completely contained or will not be spread to other children. Parent must recognize that, while in care, it is possible that the child may be exposed to a contagious illness or disease.

General Information

1. Hours of Operation/Planned Closures

To accommodate working families, CDCC maintains operating hours that exceed many other day care centers. This allows families more flexibilities with work schedules. In order to manage staff schedules efficiently, CDCC allows families up to 9.5 hours of child care service per day. Upon enrollment (or annually as needed), parents will agree to their child care enrollment schedule. Upon agreement, parents are expected to abide by the agreed schedule. Overtime fees will apply for children that exceed 9.5 hours in a day.

The facility operates Monday - Friday, 6:30 AM to 6:00 PM, subject to the planned schedule listed below. If a child is normally enrolled to attend on a planned closure day, normal fees are required for that day.

CDCC is closed on the following days:

- a) Good Friday
- b) Memorial Day
- c) Independence Day and the day following Independence Day
- d) Friday before Labor Day and Labor Day
- e) Thanksgiving and the day following Thanksgiving
- f) Christmas week, defined as the week between Christmas Eve and New Year's Day.
- g) 1 Teacher development day (announced 30-days prior)

CDCC will provide a planned closure schedule annually in December.

2. Licensing Notebook

The center maintains a licensing notebook that is available for review during regular business hours for all parents. The notebook will include the following information:

- a) All licensing inspection reports
- b) Special investigation reports
- c) All related corrective action plans
- d) A notebook summary sheet

All licensing inspection and special investigation reports from the past two years are available on the Bureau of Child Care Licensing website at www.Michigan.gov/michildcare.

3. Daily Activities and Schedule

All CDCC classrooms provide planned programs of daily activities that offer opportunities for the developmental growth of each child in all of the following areas:

- a) Physical development (through dance, guided movement activities, outdoor activities, exploration of manipulative, blocks, and art materials, etc.)
- b) Social development (via group time and free time interaction, house area play, family-style-dining experiences, guided conflict resolution experiences, etc.)
- c) Emotional development (through self-selection of activities, opportunities encouraging the acquisition of self-help skills, and teacher support)
- d) Intellectual development (through independent, small group, and large group experiences in

all curriculum areas, and including but not limited to: story times, dictation of ideas into print, off campus field trips, food preparation experiences, water table play, sorting and matching activities, the exploration of music, singing, and simple instruments, etc.)

The CDCC daily schedule includes:

- a) Breakfast: 7:30 AM - 8:00 AM
- b) Indoor and outdoor classroom activities: 9:00 AM – 11:30 AM
- c) Lunch and nap preparations: 11:45 AM -12:45 PM
- d) Nap: 12:45 PM - 2:45 PM
- e) Snack: 10:00 AM, 2:45 PM, and 4:30 PM
- f) Indoor and outdoor classroom activities: 3:00 PM - 5:15 PM
- g) Quiet activities: 5:15 PM - 6:00 PM

4. Mail Pockets

Mail Pockets are for CDCC use only. Parent will be assigned a mail pocket on the door of the child's classroom. Please check this pocket every day for notes, calendars, newsletters, etc. Anyone wishing to distribute information via these pockets must first contact the Program Director or Associate Director.

5. Personal Items from Home

CDCC discourages parent from allowing the child to bring personal items from home to CDCC, except for a small naptime blanket or cuddle toy, if necessary. Where a child does bring personal items from home, CDCC is not responsible for loss or any damage to that item. Should any personal item from home prove to be disruptive to the CDCC classroom environment, it will be removed to the CDCC office and will be available for pick-up by parent.

6. Cubbies

Children are assigned a small, labeled space for the storage of personal items. Please check this space daily and empty it every Friday.

7. Clothing

Due to the nature of some of the activities CDCC offers for children, parent must recognize that children's clothing may occasionally become soiled or damaged. Parent should therefore bring children to the program dressed in "play" clothes, and not "good" clothes. CDCC assumes no responsibility for damage to a child's clothing.

CDCC strives to bring the children outdoors for play daily. As such, parent must be certain that the child is dressed appropriately according to the weather conditions. This may include, but is not limited to, rain gear, jacket, sweater, long pants, hat, mittens, boots, snow pants, etc. If a child arrives at the program and does not have the appropriate outerwear for outdoor activity, CDCC reserves the right to call parent and ask that the appropriate clothing be brought. Where a child is inappropriately dressed, the child cannot go outdoors. CDCC does not always have staff who can stay inside with the child while the others are outdoors.

A seasonal change of clothing should be kept in the extra clothing space assigned to the child. Items should be labeled with the child's name. The space should be checked and restocked routinely and adjusted seasonally as follows:

- a) Spring/Summer: pants or shorts, T-shirt, underwear, and socks. A labeled paper bag

containing a swimsuit and towel will be required for water play.

- b) Fall/Winter: long pants, sweatshirt or sweater, underwear, socks, and outdoor boots.

Footwear should be serviceable for large muscle activities. Rubber-soled, athletic shoes are required for normal footwear. Sandals and dress shoes are not allowed.

8. Sign-In / Sign-Out

When checking a child into CDCC care you must...

- a) Assist the child in hanging up his/her coat and putting away any personal belongings. **Never leave a child alone in the hallway.**
- b) Accompany the child to the appropriate classroom and make sure a teacher is aware of the child's presence.
- c) Sign the child in on Brightwheel with phone and QR code provided.

To check a child out at any time, you must...

- a) Come into the appropriate classroom to pick up the child.
- b) Say "good-bye" to a teacher (for security reasons).
- c) Sign the child out with Brightwheel.
- d) Assist the child in dressing for the weather.

It is very **important** that you sign your child in and out when he/she enters or exits CDCC care. In the event of an emergency that requires us to leave the building quickly, staff will use the tablets to ensure that all children in the center's care are accounted for. Remember that when parent is present, responsibility for the child transfers from CDCC to parent.

9. Business Interruption

CDCC may be closed due to severe weather. The program may also be closed due to the loss of electricity, fire damage, communicable disease outbreaks, etc. The decision to close will be sent out on Brightwheel. The closing of CDCC due to severe weather will **not necessarily** coincide with the closing of the public schools. CDCC bills up to 3 business interruptions per calendar year, if a given year exceeds 3 unexpected closures your account will be credited on the 4th closure.

10. Nap

The Department of Human Services requires that CDCC provide each child in attendance for five or more continuous hours per day with an opportunity to rest (R 400.8818). The center environment is cognitively and emotionally stimulating... the children rest from 12:45 PM to 2:45 PM to recover from very active mornings. Most of the children sleep during this time. Naps do not inhibit children from sleeping at night, but rather ensure that they do not become over-stimulated, over-tired, and unable to fall asleep at bedtime. (Infant/toddler nap please refer to Infant Section.)

Children less than 12 months of age shall sleep in cribs with a firm mattress. Children 12 months of age and older shall sleep in cribs, or on cots. Each sleeping device will have a washable, waterproof covering and appropriate bedding.

CDCC will only place young infants (under 12 months) on their back or side for sleeping due to the risk of SIDS.

Infant **cannot** be covered up with any kind of blanket in the crib.

Sleeping infants and toddlers shall be carefully observed at all times to ensure the child is breathing normally.

Infants under 18 months of age, shall be permitted to eat and sleep on demand.

11. Communication

Parent will receive an electronic copy of the Parent Handbook documenting the CDCC policies. Each parent is required to sign an agreement form indicating that he/she has read the handbook and will abide by the policies stated therein.

Calendars are prepared by staff for parents monthly. The newsletter provides events and classroom activities happening at the center.

Daily reminders, news of upcoming events, trips, daily lesson plans and calendars will be posted in each classroom and/or on Brightwheel messages.

12. Termination

Parent or CDCC may terminate the child care agreement upon two weeks written notice to the other party. Where parent does not provide two weeks written notice, parent is still required to pay for the final two weeks of care, following the notice of termination. CDCC reserves the right to terminate this agreement immediately if the child's continued participation in the program creates a threat to the child, the other children, or the CDCC staff.

Payment Provision

1. Registration Fee

Upon enrollment, Parent is required to submit a nonrefundable enrollment fee of \$80.00 per child. Enrollment fee may not be used to offset childcare fees.

2. CDCC Fee Schedule

Age: Birth up to 3 years **Weekly ~ Daily**
5 days per week: 1 child = \$330.00 ~ \$66.00
4 days per week: 1 child = \$280.00 ~ \$70.00
3 days per week: 1 child = \$210.00 ~ \$70.00
2 days per week: 1 child = \$140.00 ~ \$70.00

Age: 3 years and older **Weekly ~ Daily**
5 days per week: 1 child = \$ 265.00 ~ \$53.00
4 days per week: 1 child = \$ 228.00 ~ \$57.00
3 days per week: 1 child = \$ 171.00 ~ \$57.00
2 days per week: 1 child = \$ 114.00 ~ \$57.00

Summer Program (School Age Children) - \$57.00 per day

CDCC considers a "day" equal to up to 9.5 hours of child care service per day, and as agreed on the enrollment schedule. Weekly fees are based upon the number of days per week that a child is enrolled at CDCC - not on the number of days the child attends. Unless covered by a "personal day", there is no fee adjustment for absences.

If your child is given approval to attend CDCC for more than their normal enrolled days on any given week, you will be billed for those days at the enrolled daily rate.

The discount for siblings in the same family attending CDCC is \$25.00 per child per week if the children are enrolled for five days, and \$20.00 per child per week if enrolled for four days. No sibling discount is given if the children are enrolled for less than four days.

3. Personal Days

Personal days are absences for which parent is not charged. Children enrolled for 5 days per week are authorized 5 personal days per year. Children enrolled for 4 days per week are authorized 4 personal days. Children enrolled for less than 4 days per week are not authorized personal days. Summer program children are not authorized personal days. For newly enrolled students, personal days cannot be requested within the first 90 days of enrollment. Personal days must be requested **two weeks** in advance. Personal days may be used, **(with a two week notice)**, from January 1st through December 31st. Personal days may not be carried over to next year. Children enrolled after September 1st will not have Personal days until the new year begins.

4. Payment Due Date

Weekly child care fees must be paid in full on the Friday (no later than 5:00 PM) prior to the scheduled week of attendance.

5. Methods of Payment

Parents may pay child care fees with a check or money order. Credit/debit cards and bank account ACH payments are accepted via Brightwheel. Cash payments will be accepted with advanced arrangements with the Director. All cash payments must be given to the Director/Associate Director and be accompanied by a cash receipt identifying payment amount and account to be credited. Cash receipt must be maintained by the cash payer as proof of payment for 60-days.

Where a check is returned for insufficient funds, or for the reason that there is no account, CDCC will demand immediate payment due, plus the applicable processing fee.

The payer, in addition to possible criminal prosecution, will be responsible for the following, as provided by Michigan law:

- a) If the full amount of the check is paid within 7 days, excluding weekends and holidays, after the date the demand for payment was issued, the parent will pay the full amount of the check plus a processing fee of \$25.00.
- b) If the full amount of the check is paid more than 7 days after the date the demand was issued, excluding weekends and holidays, but less than 30 days, the parent will pay the full amount of the check plus a processing fee of \$35.00.

If the amount is not paid in either manner described above, the parent will be liable for all of the following:

- a) The full amount of the check
- b) Civil damages of two times the amount of the check, or \$100.00, whichever is greater, and
- c) Costs of \$250.00

Following a dishonored check, all payments must be made by a certified check or money order.

6. Payment Subsidy Assistance

CDCC works with the MI Bridges child care subsidy with the Michigan Department of Health and Human Services, as well as other subsidy payment providers, to provide child care for families in need of child care payment assistance. Upon enrollment, the parent must pay the CDCC non-refundable registration fee and security deposit (if applicable). Weekly enrollment fees must be paid in full by the parent on the last day of attendance of the week in which services are rendered. Upon receipt of subsidy payment, a subsidy payment will be credited to the parent's account at CDCC. The parent is responsible for all fees exceeding subsidy payments to CDCC.

7. Billing Procedures

CDCC sends invoices on Brightwheel three days prior to the payment due date.

8. Late Payment Fees

If payment is not received by the payment due date/time, a late payment fee of \$15.00 will be added **daily** (excluding non-business days) to the outstanding balance until paid. Families are encouraged to enroll in auto payment in Brightwheel to avoid missed payments and late fees.

9. Late Pick-Up Fees

Parent is expected to abide by the agreed enrollment schedule, including drop-off and pick-up. \$5.00 will be charged for every 15 minutes (or portion thereof) after 6:00 PM. Additionally, a flat

fee of \$20.00 for each child will be assessed for all pick-ups after 6:00 PM. The fees will be included in the next scheduled invoice.

CDCC reserves the right to terminate the agreement where parent is excessively early/late (more than 5 times) in dropping off / picking up the child.

10. Overtime Fee

CDCC considers a "day" as up to 9.5 hours of child care service, and as agreed on the child care enrollment schedule. Should the Brightwheel sign-in/out log indicate that a child has been in CDCC care for more than 9.5 hours on a given day, an additional \$10.00 fee is charged.

If parent fails to sign in upon arrival and/or out at the time of departure, staff is directed to sign the child in at 6:30 AM and/or out at 6:00 PM. Should this action yield an "extended day" of more than 9.5 hours of CDCC care, an overtime fee is charged. The overtime fee is included in the next scheduled invoice. An overtime charge may be charged in addition to a late pick-up fee if, on a given day, the child has been in center care for more than 9.5 hours and parent has failed to pick up by 6:00 PM.

11. Planned Closure Payments

If a planned closure falls on a day your child is typically enrolled, it is considered a paid tuition day.

12. Absences

Except for absences covered by personal days and the business interruption provision, the parent is required to pay for all time which the child is regularly scheduled to attend the program, regardless of whether the child did attend. This policy includes days missed for illness, funerals, doctor appointments, or any other reason.

13. CDCC Rights to Change Fees

CDCC expressly reserves the right to change the fee schedule upon thirty days written notice to parent.

Meal Statement

1. Meal Procedure

Breakfast and snacks are provided. Breakfast is served at 7:30 AM. Please give your child breakfast at home if he/she will not be in center care by 7:30 AM. Lunch is served at noon and snack is served at 10:00 AM, 2:45 PM, and 4:30 PM. All meals must be served in their entirety, including milk, unless ordered otherwise by a doctor. Staff members eat with the children, assisting as needed. To encourage self-reliance, children are responsible for cleaning up their own place at the table. A monthly breakfast and snack menu is posted on the cabinet in the upstairs kitchen and in each classroom.

2. Special Diets

It is the parent's responsibility to inform the office, if your child has any food allergies or if your child's allergies or sensitivities have changed.

3. Special Snack

We ask that no other food, candy, gum, etc. be brought to the center unless you have arranged with your child's teacher to provide a special snack.

4. Infant

Parents should provide premade bottles that are dated and labeled daily in accordance with licensing rules. Breast feeding mothers are welcome to come in at any time to feed their child. Parent should provide baby food when developmentally appropriate. CDCC will provide rice cereal, oatmeal cereal, as well as some age-appropriate snacks such as puffs.

Admission

CDCC is open to all children ages birth through kindergarten-age. CDCC accepts children attending full day sessions from 2 to 5 days a week. When available summer care and school closings are also available to children.

1. Required Forms

The forms listed below must be fully completed before the child can be enrolled in the program. Parent is solely responsible for ensuring the accuracy of the information contained within those forms and for keeping as such information current. CDCC assumes no responsibility for keeping forms updated. Parent will be required to review the forms to ensure accuracy in January and June of each year:

- a) Child information card (filled out in full)
- b) Handbook Contract
- c) Parent's written permission for CDCC to seek emergency medical care
- d) Immunization certificates
- e) A signed statement on the state of the child's health based on an evaluation by a licensed physician or his/her designee made within the preceding year (Health Form).
 - a. Children between the ages of birth and 2 years: the examination must have been made the preceding **three months** and every **12 months** thereafter.
 - b. Restrictions, if any, on activities shall be stated by a licensed physician.
- f) Intolerance waiver (if needed) signed by a physician
- g) Child care enrollment schedule

It should be noted that the contract and the permission for CDCC to seek emergency medical care are valid for the length of enrollment. The child information card and immunization certificate must be updated on an as needed basis. All statements of good health are valid for only one year if your child is under the age of 33 months, and 33 months and older are valid for two (2) years.

Infant/Toddler Information

1. Diapering/Toilet Training

Diapering shall be done in a designated diapering area only. A Center shall maintain a diapering area, and all diapering supplies and equipment shall be maintained in a safe and sanitary manner.

The caregiver shall thoroughly wash his or her hands before and after each diapering. The caregiver will wash child's hands also after each diapering.

Toilet training shall be planned cooperatively between the child's primary caregiver and the parent so that the toilet routine established is consistent between the center and the child's home, and at a minimum, shall include washing hands after toilet use. The center shall empty and sanitize all training devices immediately after each use.

The caregiver shall change all diapers when soiled or wet; checked on an hourly basis. They will be changed at least every two (2) hours or no more than two (2) hours between changes. If child is sleeping, they will be changed as soon as they awake.

2. Records

The Center shall maintain a continuing record for children up to 12 months of age in the following areas:

- a) Food intake
- b) Sleeping patterns
- c) Diapering: record of Wet/Dry/Bowel movements
- d) Developmental milestones, such as sitting, focusing on objects, and smiling

A **Daily Infant Report** will be entered into Brightwheel for parents with infants under 12 months of age. Infants 12 months and older will receive a **Daily Toddler Report** on Brightwheel, indicating details of their child's day: feeding times, nap, behavior, milestones, diapering. Children 2 years and up will receive **updates** on Brightwheel.