

small blessings

christian early care and preschool



Parent Handbook 2022

Ministry of First United Methodist church
600 South Main St.
Eaton Rapids, MI 48827
517-663-0131

Welcome to Small Blessings Early Care and Preschool!!

We are excited that you have chosen us to partner with you to meet the growing needs of your family. We believe that each child is a unique gift from God and deserves to be valued and honored as an individual. The staff strives to provide a loving, nurturing environment that is rich with activities to help your child reach the developmental milestones necessary for success. We encourage a partnership with families so we may support one another in caring for your child.

The Parent Handbook is a resource for families to use to understand Small Blessings Christian Early Care and Preschool better. It includes a program description, program goals, policies and procedures, and other information to make the transition to a child care setting as smooth as possible. Please take the time to read through the handbook and keep it close to help answer any questions that might arise throughout the year.

Please feel free to call or email me anytime if you have any questions or concerns. Smallblessings96@gmail.com

Cheryl Hadley
Director

"For you created my inmost being; you knit me together in my mother's womb. I praise you because I am fearfully and wonderfully made; your works are wonderful, I know that full well" Psalm 139:13-14 (*The Holy Bible: New International Version, 1978/1983*).



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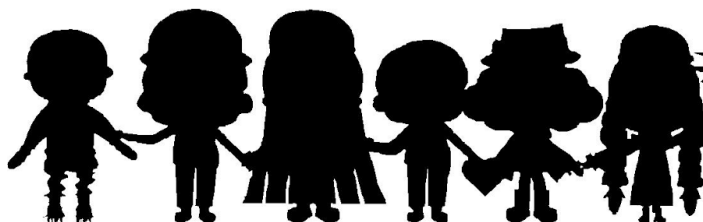
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Mission Statement

It is the mission of Small Blessings Christian Early Care and Preschool to develop independent lifelong learners through child focused, teacher facilitated hands-on curriculum and Christian values.

Social Media

Look for Small Blessings on Facebook and on our Web Site at smallblessingsfumer.weebly.com

Commitment to Diversity

Small Blessings believes that every child is a gift from God. We will do our best to provide quality care that nurtures the individual while keeping them physically and emotionally safe.

Romans 15:7 Therefore welcome one another as Christ has welcomed you, for the glory of God.

Special Needs

All children will be accepted into our program regardless of special needs under the guidelines of the American with Disabilities Act.

When a child has special needs, we request the parent/guardian along with the director and lead teacher develop a written plan that meets the needs of the child and can be followed in all emergency situations.

To provide the best possible care for all children, staff are required to participate in yearly training on the benefits of inclusion of children with special needs. The center strives to be as barrier free as possible and is handicap accessible.

Non-Discrimination

Enrollment is based on current availability alone. Small Blessings will not discriminate against any family in any way. In accordance with Federal law and the U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, religion, political party, national origin, sex, age, or disability.

Small Blessings strives to respect each family we serve by providing an anti-biased, multicultural curriculum and makes every effort to provide family information and learning materials in the family's primary language.

Commitment to Quality

Screening Policy for Staff

All Small Blessings staff are interviewed by the director and one other staff member. Before employment is offered, individuals must be cleared from the PSOR and agree to a background check through the Michigan Child Care Background Check. While new hires may begin to train and complete the required health and safety training, they may not be left alone until they are cleared by the Michigan Child Care Background Check.

Screening Policy for Volunteers

All classroom volunteers must be at least 16 years of age and be cleared from the PSOR stating they are not on the Public Sex Offender Registry. Volunteers will not be left unsupervised with children. Unsupervised volunteers must be cleared through the Michigan Child Care Background Check.



Staff Educational Commitment

All employees must meet the licensing requirements of the State of Michigan for childcare providers.

- 16 + hours of continuing education yearly
 - 3 hours in cultural awareness or special needs
- Infant/Child CPR and First Aid Training
 - Renewed certification every two years
- 10 hours of initial Health and Safety training including Bloodborne pathogens
- Yearly Health and Safety Refresher course

Lead Teachers are required to have at least 480 hours experience in child care and a valid CDA.

Staff Ethical Commitment

At Small Blessings we look to hire individuals that demonstrate a positive moral and ethical character.

We believe that childhood is a critical developmental time. We strive to employ individuals that value the uniqueness of each child and are eager to increase their knowledge of how children develop.

We respect and support family bonds and recognize that children learn best when they are supported in the context of their family and culture.

We respect the diversity, worth, and uniqueness of each individual, whether a child, family member, or colleague and treat each with dignity as we work to develop positive relationships based on trust (NAEYC, 2011).

Educational Philosophy

Small Blessings believes that each child is a unique gift from God. It is our joy to partner with families by providing a safe, nurturing environment designed to enhance each child's social/emotional, physical, cognitive, and spiritual growth.

We believe that caring for children and providing support for families is a ministry of the First United Methodist Church. Our center admits all children regardless of race, color, nationality or religious background.

Developmental

We believe children learn best through play and interactions with their environment and others. We use the HighScope approach in our classrooms. Teachers use the eight curriculum content areas linked to school readiness and learning goals when creating lesson plans. Classroom environments encourage children to explore through learning materials and interactions with teachers and peers. For more information on HighScope please check out their website: <https://highscope.org/curriculum/>

Spiritual

Small Blessings supports children's spiritual growth through the integration of Christ into the daily routine. Bible stories and prayers are also part of each day.

Social/Emotional

We support children's social/emotional skills through Conscious Discipline. We utilize the Baby Doll Circle Time curriculum for our

infants and toddlers and the Feeling Buddies curriculum for our preschool rooms. Each curriculum teaches children how to understand their emotions and skills for self-regulation. For more information on Conscious Discipline please check out their website:

<https://consciousdiscipline.com/>

Assessments

Small Blessings ensures we are providing the best care through ongoing assessments of individual children as well as the program itself. All assessments are designed to be used for children at varying developmental stages. Children are assessed on an individual basis in order to help each individual child succeed wherever they are at developmentally. Parents are encouraged to discuss their child's developmental progress regularly through informal conversations with teachers at the beginning of the day. A more formal conference will be held before a child moves into a new class with both the current teacher and the new teacher. Preschool conferences are held twice a year, once in November and once in late April. The April conference focuses on kindergarten readiness.

COR Advantage

All children are assessed throughout the year using the Highscope COR Advantage assessments which correlates with the eight content areas for school readiness. Teachers record anecdotal observations related to the key developmental indicators for each child four times a year. Teachers use these assessments to support each individual child in their learning and to create lesson plans around the content areas that indicate a need for more support. More information regarding the COR Advantage can be found on their website.

<https://kaymbu.com/assessment/>

Ages and Stages Questionnaires

The Ages and Stages Questionnaires (ASQ) provide developmental and social-emotional screening for children from birth to age six. Teachers fill out the ASQ-3 questionnaires at critical developmental stages.

Those stages are:

- Three months old (or upon admission)
- Nine months
- Between 12-15 months
- 24 months
- 36 months
- 48 months
- 60 months

The ASQ-3 will be administered more frequently if there is a need. More information regarding the ASQ-3 can be found on their website.

<https://agesandstages.com/>

Program Quality Assessment (PQA)

The PQA is a tool used to measure and improve classroom and program performance. Teachers are asked to fill out the PQA yearly in order to see our strengths and to focus on areas in need of improvement.

The areas of the program that are assessed are as follows:

- Learning environment
- Daily routine
- Adult-child interaction
- Curriculum planning and assessment
- Parent involvement and family services
- Staff qualifications and development
- Program management

More information on the PSQ can be found on their website.

<https://highscope.org/our-practice/pqa/>

Organizational Affiliations & Accreditation

Great Start to Quality

Great Start to Quality provides support to families and childcare centers with a goal of quality early education for all.

Small Blessings has a **3 star** rating through Great Start to Quality. This rating was achieved through a thorough self-assessment of our program. We will continue to work toward a 4 or 5 star rating in the coming year. With a 4 or 5 star rating, an assessor will come to the center and work with us on quality improvement goals for the year. As the center increases the star rating, the amount of state support increases. More information on our program through the Great Start to Quality can be found at:

<https://greatstarttoquality.org/find-programs/>

Our Programs

Small Blessings provides several different child care placement options. Placement is dependent upon age, student teacher ratio and availability.

- Infant (6 weeks-at 15 months/walking)
- Toddler (15 months/walking - 2 ½ years)
- Transition (2 ½ years - 4 years)
- Preschool all day care (4 years to Kindergarten)
- Significant Beginnings Preschool 8:30 am to 11:45 am (4 years - 5 years)
- School Age (Kindergarten - 12 years)



Child Care Staff Member to Child Ratios

Infants and toddlers, birth until 30 months of age 1 to 4
Preschoolers, 30 months of age until 3 years of age 1 to 8
Preschoolers, 3 years of age until 4 years of age 1 to 10
Preschoolers, 4 years of age until school-age 1 to 12
School-agers 1 to 18

Moving Room Policy

As per licensing ratio, your child will move to the next room when they reach the appropriate age, are developmentally ready, and there is an open spot. Teachers will communicate with parents before a child is moved into the next room. In order to prevent disruptions in the classroom, the Preschool room moves children up in June, August, and January based on the child's age and readiness.

Enrollment Procedures

Registration

Pre-registration is necessary for all programs. A Supply Fee of \$75.00 for a single child or \$100.00 for a family must accompany the initial registration forms and is non-refundable. This fee is annual and due every September 1 along with updated enrollment forms. This fee covers needed supplies and the Tadpole fee, our parent/teacher communication tool. (Summer only registration is \$50.00).

Withdrawal

It is your right to withdraw your child at any time. However, we respectfully request a written two-week notice to properly allocate staff. Withdrawal forms are available upon request from the Child Care Director. If you wish

to re-enroll your child in the future, you will once again be charged the registration fee regardless of the amount of time between enrollments.

Tuition

Tuition is due weekly unless authorized by the Small Blessings Director. State of Michigan licensing regulations require Small Blessings to employ staff based upon enrollment, therefore we are unable to refund tuition for days that a child is absent.

We accept personal checks or money orders made payable to Small Blessings, and also have the use of electronic payment as a form of payment. You may also pay through the Tadpole app. You will receive an invoice through Tadpoles on Thursday of each week for the following tuition period. This bill must be paid in full by the following Monday in order for your child to remain enrolled at the center.

The Director can provide you with the most current full-time and part-time tuition rate schedule. CDC payments are accepted. Children whose tuition is paid by CDC may attend only after approval has been received by the Director.

Disenrollment

We reserve the right to dis-enroll your child at any time. Some reasons for dis-enrollment may include but are not limited to:

1. Failure to pay fees on time.
2. Delinquent account balance in excess of \$500.
3. Failure to comply with policies.
4. Lack of parental cooperation, communication, or respect for this Center.

5. When a child's behavior creates an unsafe environment for themselves, other children, or staff.
6. Lack of attendance as per Attendance Policy.

Delinquent Accounts

In the event that your account becomes delinquent, we will make every effort with you to establish a mutually agreeable payment plan. If an agreement cannot be reached for whatever reason, we will take additional actions to collect any outstanding balances. Small claims court fees, legal fees, collection agency fees, and any other fees will be charged to your account if we are forced to settle a payment dispute in this manner. We also reserve the right to turn over any account 45 days overdue to a collection agency.

Attendance Policy

Your tuition is based on the days your child is registered and scheduled to attend, not the actual days attended. You will be charged for all days your child is registered whether or not they are in attendance. We staff based on scheduled attendance not actual attendance. Licensing requires us to adhere to teacher/child ratio at all times.

We require parents to commit to a regular weekly schedule. If your need for care changes, please talk with the director to see if your registration can be changed. Please note that if you change your registered days, these days may not be available if you wish to change back.

Absences

If your child is going to be absent, we respectfully request that you inform the childcare center at **663-0131**. You may also report your child's absence in the Tadpoles app. Please give the reason for your child's absence as we are required to report all illnesses to the Health Department at the end of each week. If your child is enrolled in the school age program, we suggest that

you also notify the Eaton Rapids Public Schools Transportation department at **663-2214**. Again, we schedule staff based upon enrollment, therefore we are unable to refund tuition for days that a child is absent.

Please notify the director of all planned absences of more than a week. Unless you have **Free Days** left, you will be charged for all absences. The only way to avoid tuition charges is to withdraw your child. The center will not guarantee availability if you withdraw your child.

The center reserves the right to withdraw your child(ren)'s placement for unexplained absence and nonpayment. All unexplained and unapproved absences constitute immediate withdrawal.

Free Days

Your family is eligible for Free Days when the following conditions are met:

1. Your family has been enrolled at Small Blessings for six months.
2. All Payments are current.
3. The center must be notified in writing prior to the scheduled absence.

The amount of free days awarded to each enrolled child is dependent upon the frequency of attendance. Full time enrollment receives 5 free days a year while part time receives the number of days corresponding to attendance per year. (i.e. 2 days attendance = 2 free days).



Request for Unexpected/Additional Care School Age Children

Small Blessings cannot accommodate school age children during the normal school day. Care for school age children will only be provided when the school system is closed.

Preschool Age Children attending a school-based preschool program

A request to serve preschool age children who do not regularly attend the Small Blessings preschool portion of the day, may or may not be accommodated based on the circumstances of the request. When the request is based upon behavioral issues, a meeting between the Director and the parent will be held to determine if service can be provided and/or the conditions of service.

Additional fees

Bad Check Fee

In the event that a check is returned to us due to insufficient funds, we will add the cost we are charged by the bank to your account.

Past 6:00 p.m. Fees

The center is open from 6:00 am to 6:00 pm. If a child is picked up after 6:00 PM, a late fee of \$25 will be charged for the first 15 minutes, with an additional \$5 per minute thereafter. This fee will be added to your next scheduled billing.

Diaper charge

Tuition does not cover the costs of diapers or wipes. Teachers will inform parents when supplies are running low. Please keep diapers and wipes in stock. If your child runs out of diapers, there will be a \$5.00 charge for

each diaper the center needs to supply for your child. If your child runs out of wipes you will be charged \$5.00 for each day the center provides wipes.

Licensing

Licensing Organization

Small Blessings is licensed through the State of Michigan and complies with all of the licensing rules and regulations.

Department of Licensing and Regulatory Affairs: Child Care Licensing Bureau

<https://www.michigan.gov/lara/bureau-list/cclb>

Phone: 517-284-9730

Email: CCLB-Help@michigan.gov

Licensing Notebook

The licensing notebook is located by the Staff Wall and contains all the licensing inspections and special investigation reports for the last 5 years. All related corrective action plans are also located in the licensing notebook.

Licensing inspections and special investigation reports for the past 3 years are available on the child care licensing website at

www.michigan.gov/michildcare.

Important forms

There is a great deal of important paperwork that is required for your child to enroll at Small Blessings. This information is needed for licensing purposes and kept at the center.

Child Information Card

This record must be filled out completely, leaving no blank spaces. Please include all adults who are allowed to pick up your child, including yourself as individuals not on the list will not be allowed to pick up your child. The **Child Information Card** is reviewed by the parents yearly.

Immunization Records

Immunization records need to be kept up to date. Please give a copy of your child's immunization record whenever your child receives new immunizations.

Health Appraisal Form

Parents have 30 days after initial registration to turn the Health Appraisal into the Director. **Health Appraisals** must be updated every year for infants and toddlers and every two years for preschoolers.

Licensing Notebook Form

This must be signed and returned to the Child Care Director prior to your child's first day of attendance. This assures that you have access to the **Licensing Notebook**.

Permission Slips

A permission slip for the Playground of Dreams can be filled out in order for parents to allow children to visit the playground in town.

Small Blessings' Policies

Health Policies

Health Policy

Our Center is not equipped to care for sick children. Children may not attend if they have any of the following symptoms.

- A temperature of 100° or more.
- Diarrhea or vomiting. (2nd diarrhea episode child must be sent home.)
- Nasal discharge or discharging eyes.
- Head lice.
- An unidentified rash.

The child may return to the Center when:

- The child has been free of the previously listed symptoms for at least 24 hours without any form of medicine.
- Having had an administration of an antibiotic for at least 24 hours.
- No nits or lice remain in a child's hair.

If a child becomes ill during the day, staff will remove the child from the group and notify an authorized individual to pick up the child. The authorized individual will be expected to pick the child up in a timely manner. A charge of \$8.90 per hour will be added to the tuition bill if the child is not picked up in a timely manner.

A sick child notification will be sent home with the child stating when they may return. Please notify the center if your child has been exposed to or contracted any communicable disease as these will need to be posted.

If absent for three or more days due to illness, it is a possibility that the Director may require a Physician's release before re-admitting your child into the center.

NOTE, if one child is sick, all children in the same household will need to stay home until all children have recovered.

Medication Administration Policy

It is Licensing's policy that administration of medication can only be performed with written authorization.

- A parent or guardian must complete a Medication permission slip.
- Prescription medication must be in the original pharmacy container, display the child's name, physician's name, medication name, strength of medication, medication instructions, and expiration date.

- Over the counter medication must be in the original container displaying distribution directions. Directions will be adhered to.
- Any over the counter medication that states, "consult your physician" must have a doctor's note stating the amount to be given.
- Diaper ointments and sunscreen authorizations can be done annually.

Emergency Medical Care

Your child's enrollment form gives Small Blessings permission for emergency medical care. Parents will be notified when an injury requires the center to administer emergency medical care. If a parent objects to the signing of this form based on religious grounds, a written objection statement must be provided to the childcare center. All staff members are trained in both CPR and First Aid and will adhere to all State Licensing mandated medical emergency protocol. If your child receives a minor injury during her or his day at Small Blessings, an Ouch Report on Tadpoles will be sent home detailing the incident and attending staff.

Food and Nutrition

We provide a mid-morning snack and afternoon snack each day. Lunch is provided by parents. **The lunch provided by parents must be labeled with the child's name and date.** The center does not provide breakfast, however if brought from home we will serve it to your child; label with your child's name.

Note we have several children with peanut allergies, so **our center tries to be peanut free**; check your child's lunch for any peanut products. Parents are welcome to send in commercially prepared treats on special occasions such as birthdays or holidays, however please inform the appropriate staff prior to donation.

Children have access to water throughout the day. Parents may send in a water bottle each day labeled with their child's name and date.

Parents are required to provide all necessary bottles and food for children in the infant room. All bottles must come prepared, labeled, and with a cap. The label must have the child's **first and last** name, date, and time of preparation.

Handwashing

All staff and volunteers wash hands with soap and water for at least 20 seconds, after any activity that soils hands or before preparing food. Staff ensure that children are also washing their hands. Hand washing procedures are posted near sinks and changing/potty areas.

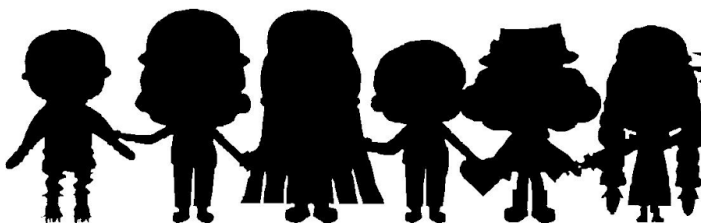
Diapering/Toileting

Diapering occurs in a designated diapering area or standing up in a bathroom if the child is over one year old. All soiled diapers, gloves, and wipes are disposed of in a plastic lined trash bin.

If cloth diapers or training pants are used, the soiled clothes are stored in a separate plastic lined enclosed bin and sent home each day. We are not allowed to rinse any soiled clothing at the center.

Potty training works best as a partnership between the teacher and the parents. When either the teacher or the parent would like to begin potty training, open communication will ensure a positive outcome.

Due to the inability to change diapers sanitarly in the Preschool Room, children will remain in the Transition Room, which also follows a preschool curriculum, until they are fully potty trained. (Not accident free)



Diapers are changed a minimum of every hour for infants 12 months and younger and every two hours for children over 12 months. Infants and children are changed more frequently if needed.

Nap Time

Small Blessings provides a regular daily naptime for children over two years of age. Under two, and upon parents request, children will be able to nap on demand. Each child will have his/her individual cot. Parents may provide a sheet, one small blanket, and a small pillow. Please remember to label your child's bedding. It is the parent's responsibility to launder bedding weekly. A quiet activity time is provided for the children who no longer require a sleep time.

Infants sleep in individual cribs with fitted sheets. No additional bedding or objects are allowed in the crib. An infant may wear a sleep sack for warmth, however, an infant will not be swaddled after two months.

Transportation/Field Trip Policy

Small Blessings enjoys going on several field trips throughout the year. If we are going on a fieldtrip, we will be transported by Dean Transportation. Children under four will sit in a car seat provided by Dean Transportation. We are not able to add non scheduled children on field trip days. We do, however, welcome parents to join us on the field trip with their child. Parents who join us for a field trip will be responsible for their child during the field trip. A permission slip must be signed by a parent or legal guardian in order for a child to attend the field trip.

Discipline Policies

Child Abuse Policy

The Child Protection Law, Act 238 of 1975, states all childcare providers are mandated reporters of any suspected abuse. If reasonable cause to suspect child abuse or neglect occurs, it must be reported by the caregiver.

Discipline Policy

Small Blessings employees use positive discipline methods that will guide children into prosocial behavior without harming the children's self-esteem. Center staff will model prosocial behavior by:

- Focusing on "Do's" instead of "Don'ts" (Teaching children the correct behavior).
- Setting limits on behavior and having classroom rules posted in a positive manner.
- Avoiding the use of the word "no" except in extreme situations; no harsh tones.
- Redirection and conflict mediation.
- Removing the child is the last resort. If a child needs to be removed from the class, staff will:
 - Explain the reason why the behavior is unacceptable.
 - Remove the child from activity.
 - Will talk out the issue/behavior with the child.
 - Keep the child away from the group only long enough for the child to calm down.
 - Notify parents of the situation.
- Using appropriate touches at all times

No form of physical punishment (i.e. spanking, hitting, shaking, etc.) is used or tolerated. Children will not be prevented from using the bathroom, having

a snack or meal, or taking a nap. These examples are cause for immediate termination.

Staff may use reasonable physical force when necessary to:

- o Protect him/herself, the child, or others from immediate physical injury.*
- o Obtain possession of a weapon or dangerous object from the child.*
- o Protect property from physical damage.*

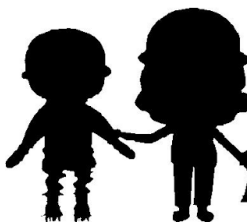
Parents will be notified of continued dangerous behavior. Every attempt will be made by Small Blessings to work with parents to find resources and support for continued behavior issues. If the behavior does not improve, the child may be asked to leave the center.

A word about biting

During a child's early years, especially up to the age of three, biting is one of the most common ways to exhibit anger or frustration. This aggressive behavior can begin before one year of age and last past three years. It is normal for children to deal with their angry feelings this way. We will make every attempt to curb this behavior; however, this is not always possible. We understand that it is very upsetting for parents to learn that another child has bitten their child. Please try to remember that almost all children, especially in group situations, bite others as well as get bitten.

Photography and Publicity

As a result of the many activities and field trip events, the center actively documents your child's experience. We occasionally use photographs for publicity such as for the newspaper, the church website, postings on social media, or brochures. There is no compensation for the use of a photograph in which your child appears. Parents will be given a yearly form to sign which will give permission for the center to use pictures of their children. We try



to use only the backs of the children for any Facebook posts. If any faces are visible, parents will receive communication through Tadpoles or a phone call asking for permission for the photo to be used. If pictures are used for purposes other than Facebook, parents will also receive communication through Tadpoles or a phone call to ask for permission.

Items from home policy

Toys

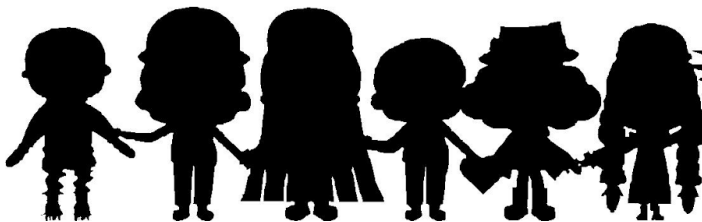
Small Blessings provides a wide range of activities for your child's enjoyment. To avoid hurt feelings from lost or broken toys, please leave all toys at home. If toys are brought from home, they will be put in your child's bag to be returned home.

Comfort stuffed animals

Your child is welcome to bring a comfort stuffed animal or blanket for nap/rest time. This will be kept in your child's cubby.

Electronics

School-age children are allowed to bring electronic devices from home to be used only at quiet-times and meal-times. All other times they will be stored in a secure area. Children younger than school-age should not bring electronic devices. Preschool children have access to learning kindles for 15 minutes or less a day. Children younger than preschool are not developmentally ready for electronic devices. As with any items brought from home Small Blessings can not be held responsible for lost or broken electronic items.



Clothing

We believe that learning is fun and messy. Please dress your child in clothes that are able to get dirty. Please provide your child with at least one extra set of clothing in case of accidents. **Remember to label all of your child's clothing!**

We play outside year round. The following are proper seasonal attire:

- Winter
 - Snow pants
 - Winter coat
 - Boots
 - Hat
 - mittens/gloves
 - Slippers
- Summer
 - Swimsuit
 - Towel
 - Water shoes
 - Tennis shoes (children are not allowed to use climbing equipment while wearing flip flops or sandals.)

Small Blessings' Procedures

Tornado Procedures

Evacuation procedures will be practiced during tornado season to familiarize everyone with escape routes and safe spots.

Tornado Watch - If the National Weather Service has issued a tornado watch we will monitor the weather by radio. Our day will proceed as planned

except that any out-of-center activities will be canceled. All children will remain in the Center.

Tornado Warning - In the event that the National Weather Service has issued a tornado warning, cover will be taken immediately using the emergency evacuation procedures posted on each classroom door. After the evacuation of the Child Use Area, the Director and an assistant will "sweep" the Center to ensure all children are within the shelter area. Once sheltered, all caregivers will remain calm and help the children remain calm during the storm. The Director will keep updated by use of the weather radio and by visually monitoring the storm.

Fire Procedure

Fire drills will be conducted quarterly. Smoke detectors are located in each classroom with one in the hallway. The pull alarm is located in the hall by the outside exit doors. Caregivers are responsible for the children's safety.

Children will be organized and evacuated through the closest unobstructed exit to the designated meeting place, which is the South West corner of the parking lot.

For any child with special needs a Tornado and Fire Procedures plan will be written.

Missing Child

Small Blessings uses every precaution to make sure no child goes missing while in care. Teachers do routine head counts throughout the day and during transitions from one area to another. In the rare instance that a child goes missing the entire staff will be notified, including the director. The director and any extra staff will do an entire sweep of the interior and

exterior of the center. If the child is not located in a timely fashion, parents and the police will be notified.

If a child goes missing while on a field trip, enough staff members to keep the remaining children calm and in one place will stay with the remaining children. All other staff members will search for the missing child. Security and the director will be notified. If the child is not located in a timely fashion, parents and the police will be notified.

Use of Pesticides/Exterminators

A licensed exterminator routinely inspects the church facilities and classrooms, and if warranted pesticides are used. The church grounds are occasionally sprayed with weed killer or fertilizer, which for the safety of the children this is done on the weekends.

In September when parents are required to annually review their enrollment sheets, the Center will provide all parents with a notification of the Pest Management Policy. This will be both a notification sent home via Tadpoles, and a posted notice on the hallway bulletin board. In addition to this notification, if at any time pesticide, weed killer, or fertilizer application is used we will advise you three (3) days prior with a notification that will give the date and estimated time of application and what specific chemical will be applied. This notice will also be sent home with your child via Tadpoles, and posted to the entry door. In no instance will children be allowed in any room where a pesticide has been applied for four hours after completion of the application.

Additional Information

Fundraising

Art Auction/Spaghetti Dinner

Each summer the center puts on an Art Auction/Spaghetti Dinner. Children participate in creating one of a kind art pieces that are auctioned through silent auction. Proceeds from the Art Auction go toward all field trip costs. We encourage each family to participate in order to keep field trip costs to a minimum.

Christmas Helpers

During the holidays, the center sells ornaments handmade by the children at the center. Parents preorder and teachers will help their children make their ornaments.

Donations

Your tuition payments are not deductible as charitable contributions. However, if you wish to make a contribution of either cash or supplies, please see the Director. You will be provided a receipt for the value of the contribution upon request.

Advisory Board

The Small Blessings Advisory Board includes the Pastor, the Child Care Director, a representative from the Church's Staff Relations Board, and finance board. The Board also includes parent representatives - please do consider if your calling is to serve on this board and to discuss this with the Director.

The Board meets once a month during the school year, and may meet once during the summer months. The Board serves as an advisory board, and helps

to organize fundraisers and capital improvements (such as painting, playground maintenance, etc.)

Monthly Board meetings will be posted on the calendar of events on our web site so that all families will have the opportunity to share their suggestions with the Director or the parent representatives on the board.

Current Board Members

Melanie Chalker - Pastor

Cheryl Hadley - Director

Sue Shultz - Board Chairperson

Steve Peters - Finance Board Representative

Chris Broughan - Parent Representative

Hilary Jones - Parent Representative

Erin Norton - Parent Representative

Parent Agreement

The information written in the Parent Handbook has been carefully thought out and is vital to establish positive working relationships between Small Blessings and the families in our care. These policies and procedures ensure the safety of the children and staff. Please read through the Parent Handbook and return this signed agreement to the director before or on the day your child starts at Small Blessings.

*I understand that tuition is based on the days my child is scheduled, not the days my child is present at Small Blessings.

*I understand that my tuition will be invoiced the Thursday before care is provided and due on the following Monday. This can be paid by check, money order, credit card or online through the Tadpole app.

*I understand that I am required to give Small Blessings a two-week notice in writing should I decide to withdraw my child for any reason.

*I agree to arrive no earlier than 6:00 a.m. and no later than 6:00 p.m. and understand that a late fee of \$25.00 will be added to my account for the first 15 minutes that I am late with an additional \$5.00 for each additional minute.

*I understand the health policy and agree to keep my child(ren) home if they are ill.

*I have been notified of the location of the center's Licensing Notebook and have been given information on how to access the center's information online.

*I have read the Parent Handbook and understand the guidelines, policies, and procedures and agree to follow them.

Child's Name

Date

Child's Name

Date

Parent's Name

Date

Parent's Name

Date