



Family Handbook

Our Mission

To provide a safe and nurturing atmosphere for the families and communities we serve, where children receive intentional care with an educational focus.

Our Values

Safety
Integrity
Community
Facilitating Development

Our Vision

To create a legacy of future leaders.

Contact Information

Website: Hunteysclubhouse.com
E-mail: hello@hunteysclubhouse.com
Phone: (231) 856-3436

Welcome. We are proud to be the area's leading child care provider and look forward to serving your family.

We provide care for children from 6 weeks old to 12 years old. Our goal at Huntley's Clubhouse is to nurture and facilitate the development of the whole child. You can be confident your child will thrive in a positive environment with qualified and supportive staff.

We know a new beginning comes with a lot of questions. This handbook is here to serve as a guide for you and your family on this journey. We also have a Parent Resource section on our website that has an array of information: <https://huntleysclubhouse.com/parentresources/>. Please do not hesitate to reach out to us with any questions along the way. You can direct any questions to your Director or reach our leadership team using any of the contact methods on the front page of this handbook.

Please take a few minutes to become familiar with this information and items available in your Enrollment Folder. During the enrollment process, you must complete the Handbook Acknowledgment, Parent/Handbook Acknowledgement, Child Information Card, Medication Permission, Topical Ointment Authorization Form, and a Health Appraisal signed by your child's physician prior to care.

During the enrollment process, we ask that you complete the Get to Know Me, Family Culture Questionnaire, and Family Volunteer Interest form (also found in your Enrollment Folder). We value the information provided, especially on the Family Culture Questionnaire as it gives an opportunity to share your family's unique beliefs and culture. This information is used to incorporate every child's diverse background in the classroom through books, activities and group discussions.

We encourage you to check out the bulletin boards at each center. Each location offers a Parent Resource Board, where you can find local resources and agencies available to the community. We also regularly share information and resources from community groups on our website and Facebook pages. In addition to our main public Facebook page, each center has a private Facebook page for enrolled families and team members- simply search the location and answer the membership questions.

As always, please reach out with any questions, suggestions or concerns. We are so excited for you to join our Huntley's Clubhouse family!

**Huntley's Clubhouse reserves the right to change existing policies and procedures or introduce new policies and procedures at any time*

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Your Child's First Day of School

New environments can be exciting and scary! Your family is encouraged to visit our center prior to the first day of enrollment to give our teachers, and your child, an opportunity to meet and become better acquainted. Please plan to spend a few extra minutes at drop-off during your child's first week of school. Our nurturing team members have been trained on how to make the transition as smooth and seamless as possible. Separation anxiety is totally natural. Within days or weeks, your child will develop a routine and feel comfortable in their new classroom.

We will make every effort to create a welcoming environment for you and your child. Our team members are trained on resources necessary to ensure a smooth transition for your child. We believe parent to teacher communication is a key part of your child's success and encourage you to be maintain open communication with the team members in your child's classroom.

About our Programs

Educational Philosophy

At Huntley's Clubhouse we feel that each child is an individual with a distinct personality, temperament, and learning capability. With our philosophy of whole child development, we strive to understand every child's current ability and comfort level to help them grow within their individual social, emotional, and cognitive development. We believe that whole child development "empowers children as creative and engaged citizens who can strengthen the wellbeing of a whole society" (Edutopia).

We utilize a research-based curriculum called Experience Early Learning. Our curriculum system uniquely weaves 33 research-based skills into playful games and projects. As children participate, they naturally grow in all areas of development, including social-emotional, physical, language and cognitive development. Recommendations and observations are shared during our fall and spring conferences along with daily observations using the Procure app.

If you ever feel that we need to know important information about your child please communicate that with your lead teacher or director. We are committed to providing an inclusive environment for every child.

Teachers & Team Members

Children are precious and must receive care from adults who are capable and caring--whose values enable them to be excellent role models. All our team members have background checks and Health & Safety Training for Licensed Child Care Providers, Infant/Child/Adult CPR, First Aid, Protecting Infants: Reducing Risk of SIDS and Shaken Baby Syndrome, several courses in creating a multicultural environment, and more. We look for team members who are nurturing, dedicated, and committed to the education, development, and emotional needs of all the children in our centers.

Professional Development

Our team members complete 24 hours of ongoing professional development annually either online, in person or through college courses. Trainings include specific age-appropriate training for the teacher's specific rooms, additional health and safety training, nutrition/food service, and more. Teachers also complete three hours of cultural competency courses.

The center is closed one day a year for company wide professional development. This is treated like a holiday.

Interns & Volunteers

We are proud to partner with local colleges and universities and encourage the growth of our early childhood educators. All interns and volunteers are always supervised by a team member to ensure the proper care of the children. Interns and volunteers do not count as part of our child-to-staff ratio.

Regulatory Agencies

Huntesy's Clubhouses are licensed by the state of Michigan under the Bureau of Childcare Licensing. Our centers are subject to state and local health, fire and licensing and building agencies. Regulations and inspections pertain to staff qualifications, the facility and playgrounds, nutrition, health and safety matters, record-keeping, and child-to-staff ratios.

Americans with Disabilities Act

We review each child's needs on a case-by-case basis and make reasonable accommodations for any child who can safely participate in a group care environment. Please discuss your child's needs with the Director before you enroll or upon disablement. An ADA Special Needs Packet needs to be completed, which will help our team determine if we can enroll your child. Our policy is to accept children whenever possible, in compliance with the Americans with Disabilities Act (ADA), its regulations, and any other applicable local, state, or federal laws pertaining to the provision of services to individuals with disabilities.

We want to provide the best possible care for your child, so if you have additional information or documentation of your child's needs, please include these documents. If you have any questions or concerns regarding the enrollment or care of your child with special needs, please contact your director, our leadership team, or the Disability Services Team at 1-800-633-1488 ext. 1440.

Educational Programs

Infants

Infants need a safe and loving place to welcome them every day. Our program promotes a nurturing and developmentally appropriate environment for infants ages 6 weeks and older.

Our programs encourage growth and incorporates daily activities that promote physical, cognitive, and emotional development.

All locations utilize the Procare app where parents can see their infant's daily activities on a single app, communicate with caregivers and update any of their child's information.

Daily activities for infants include:

- Tummy time and physical activity
- Sensory experiences with age appropriate activities
- Group activities for social experiences
- One on one time to promote communication skills
- Weather permitting, daily outdoor play encouraging gross motor development

Toddlers

All little ones are their own unique individual. Our toddler classrooms encourage and support the growth of each child through all domains of learning through sensory experiences and an inclusive environment.

Your toddler's daily activities include:

- Whole group activities and discussions that promote social skills
- Free play with specific areas for dramatic play, science exploration, reading, block areas, and sensory exploration
- Monthly themes with daily activities and family engagement
- Regular communication using the Procare app
- Daily outdoor play encouraging gross motor development

Young Preschool

As your child's personality grows so does their learning environment. Once your child turns 2.5 years old and is developmentally ready, they will enter the young preschool classroom. In our preschool classroom we encourage individual and group activities in a structured environment as they prepare for the prekindergarten classroom.

Our experienced teachers provide many outlets for creative expression, including games, songs, movement, and art, that let your child build skills and confidence. By encouraging child-directed play, we ensure your child develops at his or her own pace. Sharing, cooperating, and taking turns all teach your child the importance of being part of a group.

Daily activities in young preschool include:

- Small group instruction including planning and recall times
- Free play with specific areas including dramatic play, science and math exploration, language and communication, block areas and sensory exploration
- Hands on activities that promote creativity
- Monthly themes with daily activities and family engagement
- Regular communication using the Procure app
- Daily outdoor play encouraging gross motor development

Prekindergarten

The last step before your child's formal education is prekindergarten (prek) and we are committed to preparing your preschooler for that experience.

To facilitate that transition, we promote structure in the classroom while incorporating essential daily activities for your preschooler's development. Throughout their prekindergarten year, your child will create a portfolio of their work to bring to their kindergarten assessment.

Daily activities in Prekindergarten include:

- Small and large group activities to encourage social development
- Activities that promote communication skills and literacy
- Free play to encourage social play and independence
- Daily outdoor play for gross motor development
- Sensory experiences and activities
- Daily communication using the Procure app

Assessments & Curriculum

All centers use a variety of tools to monitor and support your child's development including assessments, observations, and portfolios. Our centers use Experience Learning assessments to help us support your child's education and growth.

Our trained team members use these methods to assess each individual child in their current developmental stage. This constant observation enables our teachers to accurately communicate with parents about their child's development.

Parent-Teacher Conferences

Starting in the infant room, your child will have two scheduled parent-teacher conferences – one in the spring and one in the fall. These conferences allow for an in-person conversation between parents and teachers to discuss assessments, development, and to answer any questions caregivers may have.

Transitioning to a New Classroom

When we consider a transition from one class to the next, we look at your child's developmental and maturity levels, as well as space availability in other classrooms. We've designed our process to get your entire family involved during a transition. This improves your child's adjustment to the new space, teachers, and classmates. You will receive information as the time comes for your child to transition into a new classroom.

School Age & Summer Breaks

All centers offer different levels of school age care and summer programs. Please speak directly with your location's center director regarding availability and programming.

School age enrollment is subject to change and enrollment is on a year by year basis, which requires re-enrollment for each summer or school year.

Typical Daily Schedule

*Schedules vary based on room & age

5:30-8:00 Welcome Friends/ Free Play 8:00-8:15 Bathroom/Wash Hands

8:15-8:45 Morning Group

Calendar, number and letter of the week,

Spanish, sign language, weather watcher and planning time

8:45-9:30 Large Motor Activity/ Outdoor Adventures

9:30-10:00 Bathroom/Wash Hands

10:00-10:15 Morning Snack

10:15-11:00 Creative Expressions Small Groups/Centers/Art

11:00-11:15 Clean Up

11:15-11:30 Language & Literacy Writing, reading and letter review 11:30-12:00 Lunch Time

12:00 –12:30 bathroom, prepare nap mats 12:30-2:15 Nap/ Quiet time

2:15 Wake/ Clean-up/bathroom

2:30-2:45 Afternoon Snack

2:45-3:00 Afternoon Group time

3:00-3:30 Science & Math

3:30-3:45 Clean-Up/ Bathroom

3:45-4:45 Outdoor Adventures

4:45-5:00 Indoors/light snack/bathroom 5:00-6:00 Free play/ Departures

Child Care and Health

Nutrition

Each center provides breakfast, lunch and two snacks daily for every child. We strive to provide nutritious meals that children enjoy eating! When creating our menu, ensuring a proper balanced diet is essential to provide the nutrition and energy that children need to grow and develop.

We follow Child and Adult Care Food Program (CACFP) Guidelines for food preparation and menu planning. We purchase cereal with 9 grams of sugar or less per serving. Children 1-2 years receive whole milk. Children 2-12 years receive 1% milk. If you want your child to drink soy, rice or almond milk, parents are responsible for providing.

A Typical Day Consists of:

- Breakfast will consist of a combination of a whole grain, milk, or fruit.
- Lunch will consist of a whole grain, protein, vegetable, fruit, and fluid milk.
- Snacks contain combinations of whole grain options with a protein, fruit, or vegetable.

If your child has a food allergy, we substitute meal items for nutritionally equivalent food. If your child requires a special diet or anything different from the recommended foods of the USDA that we are unable to accommodate, you will be responsible for providing this.

We will incorporate education about healthy food and food choices in our daily preschool/toddler programs. This includes balancing healthy carbohydrates, proteins, fruits, and vegetables. We serve fresh fruits and vegetables whenever seasonally possible.

The weekly menu is posted on our website News section as well as the parent communication board, near the entrance of each building. Any substitutions will be made on the posted menu. If you have any questions or concerns or simply want more information about healthy kid friendly foods, please visit our website <https://hunteysclubhouse.com/nutrition/> or contact us.

Good nutrition today means a stronger tomorrow!

Building for the Future with CACFP

This day care receives support from the Child and Adult Care Food Program to serve healthy meals to your children.



Meals served here must meet the USDA's nutrition standards below.

Breakfast	Lunch and Supper	Snack (serve 2 from the 5 groups below)
Milk Fruit and/or Vegetable Grain	Milk Meat or meat alternate Fruit Vegetable Grain	Milk Meat or meat alternate Fruit Vegetable Grain

Children less than one year old: Foods in the infant meal pattern vary according to the infant's age. If your child is less than one year old, please request the infant meal pattern requirements from our center.

Questions? Concerns? Contact Us!

Child and Adult Care Food Program
Michigan Department of Education
P.O. Box 3008 Lansing MI 48909
517-241-5353

Learn more about CACFP at USDA's website: <https://www.fns.usda.gov/>

USDA is an equal opportunity provider.

¡Buena nutrición hoy significa un mañana más saludable!

Construyendo para el Futuro con CACFP

Esta guardería infantil recibe ayuda del Child and Adult Care Food Program para servir comidas nutritivas a sus niños.



Comidas servidas aquí deben de seguir los requisitos nutricionales establecidos por USDA.

Desayuno	Almuerzo y Cena	Bocadillo (servir 2 de los 5 grupos a continuación)
Leche Frutas y/o Verduras Grano	Leche Carne o carne alterna Fruta Verdura Grano	Leche Carne o carne alterna Fruta Verdura Grano

¿Preguntas? ¿Inquietudes?

Child and Adult Care Food Program
Michigan Department of Education
P.O. Box 3008 Lansing MI 48909
517-241-5353

Aprenda más información sobre CACFP en el sitio web del USDA: <https://www.fns.usda.gov/>. USDA es un proveedor de oportunidades. United States Department of Agriculture Food and Nutrition Service FNS-317 Noviembre 2019

Infant Bottles

We require parents to provide clean, ready-to-feed bottles of breast milk or formula in a same-day supply. Team members will ensure that all bottles will be covered with an appropriate bottle cap and labeled with the child's first and last name, date and contents. Bottles will be warmed by placing a bottle in a bottle warmer. Extra supplies of breast milk or formula will be provided by the parent in premade bottles. Center staff cannot mix formula bottles and cannot add cereal to bottles. Do not leave bottles at the center overnight. If they are left, their contents will be discarded.

Clothing

We want to be sure your child has fun while playing and learning in our center. Because a full day can include activities like singing, painting, playing both indoors and out, dancing, and eating, we recommend easy-fitting, comfortable, and washable clothes. Please provide two complete sets of extra clothes, including socks, for your child. We request an extra pair of shoes and a sweater or sweatshirt be kept at the center too. Clothing should be labeled with your child's first and last name and checked periodically to make sure it fits.

Shoes are required for all walking children. Shoes must be rubber-soled and closed-toe with a closed heel or heel strap. Flip-flops, sandals, and shoes with wheels are not appropriate in our environment.

In cold weather, provide appropriate clothing, including mittens, hats, sweaters, socks, warm outerwear, and waterproof footwear. During the winter months, you are welcome to keep snow gear at the center.

We cannot assume responsibility for lost, stained, soiled, or torn clothing. Please be sure to label all extra clothing with your child's first and last name.

Personal Belongings

Your child will be provided with developmentally and age-appropriate toys every day. Because children often find comfort in special objects, your child may bring a blanket, a special soft toy, or a stuffed animal for rest time. Please do not let your child bring other toys or belongings from home. Bringing a treasured object to the center can create tension between children and each child's personal storage space is limited. We cannot assume responsibility for any lost or damaged personal belongings.

Positive Guidance

An important part of what children learn in their early years is how to interact with others and what behaviors are appropriate in different situations. Our teachers are trained to take a proactive and preventive approach to guidance that reinforces appropriate behaviors rather than focusing on inappropriate behaviors. To do this, our teachers are trained to use various techniques including redirection and praise.

In this positive guidance atmosphere, most inappropriate behaviors are avoided. However, in some situations and as a last resort, a child may be guided or redirected to another activity away from the group for the benefit of that child and the rest of the children. The child is allowed to return to the group activity when he or she feels ready to do so. This strategy is not used with infants or toddlers. In accordance with our state child care licensing regulations, our staff never uses corporal punishment.

We welcome families as partners in teaching children about socially appropriate behaviors. As your child's most influential teacher, we may occasionally ask you to work with us to help work through inappropriate behaviors. We understand these issues are sensitive and many different parenting styles are reflected among our families. We also ask that, while on our grounds, you refrain from using any form of guidance that is not consistent with our center's positive guidance approach or individual state child care licensing regulations.

Please note: Any staff member who witnesses any form of physical or corporal punishment, even if administered by a family member, is required by law to report his or her observations to the appropriate local authorities.

Biting

During early childhood, children are sensory learners and often explore using their mouths. In addition, children at a young age do not have fully developed language skills. Impulse control can lead children to bite as a way of communicating needs.

We realize that biting can be a big concern, and we strive to minimize the behavior as much as possible. Our team members are trained to recognize triggers and how to prevent and decrease incidents. If your child bites or is bitten, you and the parent(s) of the other child involved receive an incident report via Procure. The identity of both children are kept confidential.

On the Parent Resources of our website, you can find our policy on Biting. If you have any concerns regarding a biting incident involving your child, please talk to your child's lead teacher or your Director.

Diapering and Potty Training

Every child develops at their own unique pace. Until a child is developmentally ready for potty training we will provide on demand diaper changes. If your child is in diapers, diapers and diaper cream (if applicable) need to be provided by the parents. Our centers supply wipes. Children in diapers are checked every hour and changed immediately if soiled. At a minimum, children are changed every two hours, even if the diaper is dry. Diapering procedures are posted in the classrooms and diaper times are posted on the Procure app by teachers. Team members will notify parents on Procure when the child is in need of diapers.

Once your child shows signs of potty training readiness, we will use positive guidance and encouragement to promote growth in this area. We encourage communication between parents and team members to promote consistency.

Rest Time

All children are offered a rest time throughout the day. Children under 18 months of age will be permitted to sleep on demand. Once your child has reached the stage where they do not sleep, they will be able to rest quietly while other children sleep. During this time, your child will be given quiet activities to do.

We ask that parents supply your child's rest time blanket and pillow (for children over 1 year of age). Your child's items will be kept in individual cubbies and washed on-site once a week.

Children under 1 year of age will sleep in cribs with tight fitting sheets. All staff are trained in safe sleep. Infants are placed in the crib on their back. Children over 1 may sleep in a crib and once developmentally ready, will transition to sleeping on cots or mats.

Hand Washing

It is important to teach hand washing at an early age. Per licensing regulations, your child will be required to wash hands before eating, after bathroom visits, when returning from outside, and at

any other appropriate time. We encourage you to have them wash their hands upon drop-off and pick-up.

Illnesses, Medical Forms, and Allergies

Children may become sick during the day or show signs or symptoms of illness prior to arrival. If you keep your child at home, please notify your Center Director by 9 a.m.

If your child becomes ill while at the center and we think it's better for him or her to be home rather than in contact with other children, we'll call and ask you to pick your child up no more than one to two hours later.

In the event of a serious accident or illness, an ambulance will be called. To ensure your child's safety, your Enrollment Agreement provides a record of names, addresses, and phone numbers of those people you have authorized to pick up your child. We ask you to keep this information current and supply names and phone numbers of your family doctor and preferred hospital.

Temporary Exclusion

To reduce the spread of illness and maintain the health of all children at the center, we may temporarily exclude your child from attending the center. Please refer to the following section for information on the types of illnesses and conditions for return to the center. If you have any questions or need more information on a specific illness, please reach out to the Director.

We will ask that your child remain away from the center if he or she has an illness or symptom that prevents participation in routine daily program activities, including outdoor activities or if your child has an illness that requires more individual care than our center staff members can provide without compromising the health, safety, and activities of the other children.

Contagious Diseases

We value every child's health and preventing the spread of infectious diseases is an important part of quality child care. We strive to monitor the health and well-being of all children in our care. If a child has a certain communicable disease, state child care licensing regulations, and/or our health and safety policies could require:

- Sending the child home
- Documented evaluation and treatment by the child's health care provider
- Notification of the families of other children in our center and staff members
- Notification of local health department

We will keep you informed of any instances of contagious diseases affecting children who may have had direct exposure at the center and report such diseases to the local health authorities where required by law. Communicable diseases will be posted in the center, near the entrance.

Illness Chart

ILLNESS

CONDITIONS FOR RETURN

Abdominal pain which is persistent and continues two or more hours	Symptoms are no longer present
Boil, abscess or cellulitis	Lesion(s) are covered and drainage is contained in covering/bandage
Chicken Pox/Varicella	A sores have dried and crusted, usually after six days
Conjunctivitis or Pink Eye accompanied by a fever, behavioral changes, or a recommendation for exclusion from health department	Fever and/or behavior changes are no longer present; symptoms of red, watery eyes are resolved
Coughing (severe) including Croup	Symptoms are no longer present
COVID-19	Return to be confirmed by center director with consideration of current health guidance and/or requirements
Cytomegalovirus accompanied by fever	When fever has been resolved
Diarrhea including other conditions with diarrhea symptoms	Diaper Children: Stool is contained by the diaper, even if the stools remain loose. "Potty-trained" Children: No longer have accidents or stool frequency returns to normal, even if stools remain loose
Diarrhea if bloody or caused by Cryptosporidium	Clearance by Health Care Provider
Diphtheria	Clearance by Health Care Provider
E-coli (O157:H7)	Clearance required by Health Care Provider and Public Health Authority
Fever $\geq 101.4^{\circ}\text{F}$ accompanied by signs or symptoms of illness or behavior change (We will follow state licensing and health department requirements if fever is defined differently)	Fever is below 101.4°F without aid of medication.
Fifth Disease (Human Parvovirus) accompanied by fever or behavior change or the child has an underlying blood disorder, such as sickle cell disease, or compromised immune system; children with these conditions may shed large amounts of virus	Symptoms are no longer present
Hand-Foot-and-Mouth Disease (Coxsackievirus) accompanied by mouth ulcers or blisters and no control of drooling or fever or behavior change	Child has stopped drooling and does not have exposed open sores
Head Lice or other infestation	All signs of lice (or other infestations) are absent for a period of 24 hours
Hepatitis A	Clearance by Health Care Provider
Hepatitis B	Clearance by Health Care Provider; any skin lesions are dry or completely covered by a bandage
Herpes Simplex accompanied by mouth ulcers or blisters and no control of drooling or fever or behavior change	Child has stopped drooling; does not have exposed open sores
Human Immunodeficiency Virus (HIV/AIDS)	Clearance by Health Care Provider; any skin lesions are dry or completely covered by a bandage
Impetigo	Antibiotic medication has been appropriately administered for 24 hours; sores can be kept clean and dry and are completely covered

ILLNESS part 2

CONDITIONS FOR RETURN

Influenza/Flu (Including H1N1 and H5N1) accompanied with fever	Signs of fever resolved for 24 hours without aid of medication.
Lyme Disease (or other tick-borne diseases) accompanied by fever	Fever is no longer present
Measles	Clearance by Health Care Provider
Meningitis (bacterial or viral)	Clearance by Health Care Provider
Mononucleosis accompanied by fever and/or behavior change	Fever is no longer present
MRSA (Methicillin-Resistant Staphylococcus Aureus)	Clearance by Health Care Provider
Mumps	Clearance by Health Care Provider
Pertussis (whooping cough)	Clearance by Health Care Provider
Pneumonia if accompanied by fever, severe coughing, rapid breathing, or behavior change	Symptoms are no longer present
Ringworm (Tinea)	Once treatment has been started
Roseola (Human Herpesvirus 6) accompanied by fever	When fever is no longer present
RSV (Respiratory syncytial virus)	Fever no longer present for 24 hours (unmedicated), symptom free or Doctors note stating they can return to care.
Rubella	Clearance by Health Care Provider
Salmonella	Clearance by Health Care Provider
Scabies	Once treatment has been completed
Shigella	Clearance by Health Care Provider
Strep Throat (or other streptococcal infection)	Antibiotic medication has been appropriately administered for 24 hours; fever no longer present
Thrush	Symptoms are no longer present
Tuberculosis	Clearance by Health Care Provider
Vomiting Single incident or accompanied by fever, green or bloody vomit, no urine output in eight hours, recent history of head injury or looks/acts very ill	Symptoms are no longer present

Medications & Topical Nonprescription

Any medication administered to a child in our care must first have a written permission signed by the child's guardian before being given.

1. For prescription medication and nonprescription medication (i.e. cough syrup, fever reducer, teething medication, Epi-Pen, inhaler) parents must complete a BCAL-1243 Medication Form. This can be found in the Parent Resource section of our website.

- A separate form is required for each medication for each child.
- All sections under the header "to be completed by parent" must be completed (i.e. no blank sections).
- If a nonprescription medication indicates that a physician should be consulted for dosage, written instructions must be obtained from the physician before administering the medication. This must be attached to the BCAL-1243 medication form. Written instructions from the physician must be obtained every three (3) months to ensure the dosage is still applicable for the child's age and weight.
- An interruption in medication will require a new form.
- The form must be reviewed by the parent every three (3) months if the medication is ongoing.

2. For topical nonprescription (i.e. sunscreen, toothpaste, bug spray, diaper cream) parents must complete the Topical Medication Authorization Form. This is usually included in the enrollment packet and can be found under the Parent Resource section of our website.

In order to administer a medication, we must follow the exact directions on a bottle of medication. We cannot administer over the counter medication to a child 2 & under without a written prescription regarding dosage.

Medication must be handed directly to a teacher and stored in the office at the center. Please do not leave medication in your child's bag. If medication is left in a bag, we will remove and place in the office until a parent can pick up.

Medical Records

Upon enrollment you must bring a completed health appraisal signed by a physician and an updated immunization record.

Please bring an updated health appraisal and updated immunization record after each of your child's well child appointments.

Allergies

If your child has allergies, please inform your director during the enrollment process. Your director will gladly work with you to accommodate your child. There are some additional forms you will need to complete as we have several policies and procedures in place to keep the children in our care safe.

Due to severe peanut allergies, some of our centers have adopted a “no-peanut” policy. Your Center Director can inform you if your center has this policy.

If your child has severe allergies that may require a medical response (such as the use of an EpiPen) additional forms and training are required upon enrollment.

1. The Medication Permission Form, is designed to understand proper dosage and medication name.
2. The Authorization Form provides any necessary information to ensure proper prevention measure and an effective response to serious allergic reactions.
3. Parents shall provide a copy of any other physician’s orders and the procedural guidelines relating to the prevention and treatment of the child’s allergy.
4. Release and Waiver of Liability for Administering Emergency Treatment of Children with Severe Allergies
5. Prior to the child’s first day of attendance (or prior to the child’s return to the child care center after the child’s allergy is diagnosed), the parent/guardian(s) must train the Director, Assistant Director and the child’s teacher(s) on the nature of the child’s allergy and when/how to administer treatment for allergic reaction.
 - a. All members of the training and parents completed the Allergy Treatment Training Acknowledgement.
6. Medication needs to be provided and kept up to date by the parent. Depending on the severity of the allergy, etc the medication is kept in the Classroom’s Emergency Bag or the office.

Safety and Security

Security, Locks, and Cameras

We take very seriously the safety of your child while in our care. All entrances at our centers are locked and require a key code for entrance.

Our goal is to provide a safe and secure environment for the children and staff at our childcare center, and we believe that the use of audio and video surveillance is one of the many tools that can help us achieve this goal. All centers have cameras that allow us to monitor classrooms, hallways, outdoor play, and other common areas. In the case of an investigation, our Leadership team may revisit an event with camera footage. By enrolling at Huntley’s Clubhouse, you consent to the recording process. All footage and data is kept confidential and retained for a limited period of time.

The audio and video surveillance will be in compliance with all applicable state and federal laws and regulations, including the Child Care Organizations Act. We understand that some individuals may have concerns about audio and video surveillance. If you have any questions or concerns about this policy, please do not hesitate to contact our Leadership team via hello@huntleysclubhouse.com .

Arrival and Departure

It is mandatory for all parents to check children in and out upon arriving or departing the center. There is a check-in/out ipad kiosk near the front entrance which allows you to check-in and out using the Procure software.

At arrivals, we ask that you personally drop off your child inside their classroom. This allows for a consistent routine for your child and face-to-face with your child's teachers.

At departure, only parents or approved pickups on the child information sheet filled out at enrollment may pick up. If you need to have someone else pick up your child, you must give written permission with a signature and the name of the person picking up your child. That person will be asked for their ID upon pickup. If you would like to add an approved pickup, please inform your Director.

Children's Records

All children records are kept confidential and are only accessed by staff and/or parents or guardians. Parents may access or update any child information by requesting access from the Director.

If you withdraw from child care, we will maintain child record for as long as required by state licensing requirements.

Mandated Reporting Requirements

It is our duty to protect the children in our care. In accordance with the law, all team members are required to report any suspicion of abuse or neglect of a child. Failure to do so results in punishment under law. The law also prohibits interference with a person reporting suspicion of abuse or neglect of a child. If you suspect the abuse or neglect of a child or adult, please call the central hotline at 855-444-3911.

Custody Agreements

We understand that joint custody can be complicated. In order to minimize any confusion, we ask that parents with joint custody of a child or children provide the center with the court ordered custody agreement. This information is kept confidential and is used for the safety of your child. Please discuss further details of your custody agreements with your Center Director.

Late Pickups

We understand that there may be times it is difficult to pick your child up on time. Please arrange for another authorized adult to pick up your child. If a late pick-up is unavoidable, you must contact us immediately through Procure. A charge of \$1/minute will be posted to your account for late pick-ups. If your child is not picked up by normal closing time, we will take the following actions:

- Call you and all emergency contacts listed on your child information record.
- If after 30 minutes, you or an authorized person cannot be reached, our Center Director or teacher in charge will contact the authorities and Child Protection Services.

Please note: our staff may never transport a child from the center for any reason.

Emergencies and Crisis Response

Our staff make every effort to be prepared in case of an emergency. Emergency procedures are posted at every exit of the building and are practiced regularly.

In the event of an evacuation or emergency, you will be contacted via Procure. Please see your center's individual emergency plans for specific location details for evacuation routes.

Child Accidents

We make every effort to ensure your child's safety through training, supervision of our team members, and maintenance of the facilities. However, if your child does have an accident you will receive an incident report via Procure.

If your child has an emergency, you and/or your emergency contacts will be contacted via phone and then Procure if you can't be reached. In the event of the emergency, your child will receive any necessary treatments until you can be reached.

Procedures

Registration and Enrollment

Upon enrollment, you will receive a child packet including a child information record, handbook and health appraisal that must be completed before your child's first day.

There is a \$150 one-time fee upon initial enrollment.

We are required annually to update child records. You will receive this information from you center and it must be completed in a timely manner to keep your child's enrollment at the center.

Holiday Closures

All locations will be closed for the following holidays. If the holiday falls on a weekend, we may close either the day before or after, which will be communicated in advance.

New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, Friday after Thanksgiving, Christmas Eve and Christmas.

Payment Policies

Tuition must be paid the week prior to attendance and must be paid online using the Procure application. Parents are required to have automatic payments set up to avoid any late payments. A late/failed payment fee of \$25 will be charged to accounts for every late/failed payment occurrence.

Tuition payments past due by two weeks will result in suspension or termination of services.

Tuition is charged for the scheduled days a child is enrolled whether the child attends that day or not. Unless there is a permanent change in schedule with a two week notice, tuition will be charged. If

there is a past due balance, additional days cannot be added to your child's schedule.

Tuition is required for holidays that the child care is scheduled to be closed. If the center must close for unexpected reasons such as a power outage or staffing shortage, full tuition credits will be issued to parents with children scheduled for that day.

Yearly tuition increases take effect in the first week of September. Tuition rates will increase annually up to 5%. You will be notified at least 60 days before the new rate begins.

DHS Subsidy

While waiting for approval for subsidy, you are responsible for your tuition payment. You will receive your tuition reimbursement check once your approval letter has been received and the first payment from DHHS is made.

You are required to pay your tuition if your DHS subsidy lapses. You will be reimbursed once your DHS has been reapproved.

Nondiscrimination

Huntesy's Clubhouse does not discriminate based on a person's religion, color, race, gender, sexual orientation, nationality, age, or any other factors protected by law.

Withdrawals

If you wish to withdraw your child from care you must give a written notice to your Center Director prior to leaving care. If your child leaves care without a two-week notice, you will still be charged two weeks of tuition.

Termination of Services

It is our responsibility to ensure a high quality and safe environment for all children and families. Therefore, Huntesy's Clubhouse reserves the right to disenroll a child with or without notice as we see necessary and at our sole discretion.

Licensing Notebook

All center's licensing notebooks are kept in the office at the center and is available upon request with the following information:

- i) The licensing notebook contains all the licensing inspection and special investigation reports and related corrective action plans for the last 5 years.
- ii) (ii) The licensing notebook is available to parents during regular business hours.
- iii) (iii) Licensing inspection reports, special investigation reports, and corrective action plans from at least the past 3 years are available on the department's child care licensing website at www.michigan.gov/michildcare.