

HUNTEY'S CLUBHOUSE

happy childhoods last a lifetime♥

Family Handbook

Our Mission

Our mission is to deliver an exceptional early education experience for the children within our communities.

Our Values

Ensure Safety
Facilitate Development
Uphold Integrity
Foster Community
Cultivate Joy

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 early learning and child care center 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 our nurturing and supportive team members.

We know a new beginning comes with questions. This handbook is here to serve as a guide for you and your family on this journey. We have a Parent Resource section on our website that has an array of information: <https://huntleysclubhouse.com/parentresources/> . Please take a few minutes to become familiar with this information and the documents provided during the enrollment process. 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.

Prior to your child's first day, you must complete the enrollment documents. These will be delivered to you electronically and include, but not limited to: the Parent/Handbook Acknowledgement, Child Information Record , Medication Permission, Topical Ointment Authorization Form, Food Program (CACFP) Paperwork, and a Health Appraisal signed by your child's physician [or a signed immunization waiver](#) if your child is 5-12 years old.

During the enrollment process, we ask that you complete the Get to Know Me, Family Culture Questionnaire, and Family Volunteer Interest form. 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 resource boards at your center. Each location offers a Parent Resource Board, where you will 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!

New environments can be exciting and scary! Please plan to spend a few extra minutes at drop-off during your child's first week of school. Our nurturing team members have trained on how to make the transition as smooth and seamless as possible. Separation anxiety is 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. We believe parent to teacher communication is a key part of your child's success and we encourage you to maintain open communication with the team members in your child's classroom. If your family would like to visit our center prior to the first day of enrollment, to give everybody an opportunity to meet and become better acquainted, we encourage that! Please reach out ahead of time so we can accommodate your visit.

If you have a concern, we encourage you to first reach out to your Lead Teacher or Director, preferably through Procure. This ensures that we can set aside dedicated time to discuss the situation thoughtfully and avoid distractions that can occur during pick-up and drop-off. We want to create a space where concerns can be addressed directly and professionally, without relying on the input of others who may not fully understand the context.

About our Programs

Educational Philosophy

At Hunley's Clubhouse, our approach centers around "whole child development," which goes beyond academics to include social, emotional, and physical growth. We believe that each child is an individual with a distinct personality, temperament, and capacity for learning. We aim to nurture children into active, creative contributors to their communities, ultimately enhancing the overall health and prosperity of society. By focusing on whole child development, we strive to understand each child's current abilities and comfort levels, helping them grow socially, emotionally, and cognitively.

We believe that children thrive when they feel loved, nourished, and secure. We are committed to providing a safe and caring environment where every child feels valued and supported. Equally important are healthy meals that fuel their growth, learning, and overall well-being.

Our curriculum blends a research-based, nationally acclaimed program with our own activities and techniques tailored to connect with children in our local areas. As children engage with our curated curriculum, they naturally grow across all areas of development, including social-emotional, physical, language, and cognitive growth. For certain age groups, you will receive detailed observations during our fall and spring conferences, along with daily updates through the Procure app.

If you ever feel that we need to know valuable information about your child, please communicate 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 team members have cleared a background check and fingerprinting. The State of Michigan requires completion of Health & Safety Training for Licensed Child Care Providers, Infant/Child/Adult CPR, First Aid, Protecting Infants: Reducing Risk of SIDS and Shaken Baby Syndrome, Infant Safe Sleep, several courses in creating a multicultural environment, and more. In addition to the state requirements, new team members complete an in-depth onboarding, where we can focus deeply on how we can support children in our region. We look for team members who are nurturing, dedicated, and committed to the emotional needs of all the children in our centers.

Interns & Volunteers

We are proud to partner with local colleges and universities to encourage the growth of our early childhood educators. A team member supervises all interns and volunteers to ensure the proper care of the children. In addition, each intern and volunteer is vetted through the PSOR (Public Sex Offender Registry) system. Interns and volunteers do not count as part of our child-to-staff ratio.

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. The ADA packet can be found under FAQ on our website or talking to your Enrollment Specialist.

We want to provide the best possible care for your child. 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.

Home Language Policy

At Huntley's Clubhouse, we value each child's home language as an important part of who they are. Supporting children in using their home language helps build confidence, strengthens learning, and fosters a deeper connection between home and school. We believe multilingualism is a strength, and we are committed to creating a learning environment that reflects and respects our families' diverse backgrounds.

To support home language development, our classrooms:

Encourage children to speak and express themselves in their home language during play and activities

Include bilingual books, labels, and materials whenever possible

Incorporate songs, stories, and games from a variety of cultures

Use visuals, gestures, and hands-on experiences to support dual language learners

Welcome families to share cultural traditions, read stories, or sing songs in their home language

While our team may not include native speakers of every language, we are committed to learning key phrases and using inclusive practices. Children may hear responses in English, but we will always strive to acknowledge and honor their home language. We also offer resources and materials to help families continue developing their child's language skills at home.

Procare Application

We utilize Procare Parent Engagement, a free and secure mobile application, to share each child's daily information with parents in real time. This innovative app, available on iOS and Android devices, empowers families to stay connected with their kids throughout the day by receiving notifications, reminders, photos, and more right from their smartphones or tablets. During the enrollment process, you will receive an invitation to Procare.

Staying connected with your child throughout the day greatly benefits their growth and development. This communication also allows parents to reinforce learning, discuss the child's experiences, and support socio-emotional development. Most importantly, consistent connection enables parents and team members to work together to nurture the whole child.

Procare Unique Code, Kiosk, & Authorized Pick-Ups

Safety is one of our values at Huntley's Clubhouse. Maintaining a secure and safe environment for the families and team members is critical. Your unique Procare code is confidential and should not be shared with anyone. Sharing your unique code is a violation of Huntley's Clubhouse policies. If you have a spouse or another authorized pick-up, they will receive their own unique code.

Near the entrance of the facility, there will be an iPad kiosk. At drop-off and pick-up, please enter your unique code into the kiosk to sign your child in and out, and ensure you complete the signature portion as well. On 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.

Information regarding Authorized Pick-Up & New Pick-Up People:

- An authorized pick-up is someone, like a grandparent, who will regularly pick up your child. To add an authorized pick-up, please notify the Director through Procare, email, or a written request. They will need to provide a valid ID. This process can take up to a week.
- For one-time pick-ups, it's not necessary to add them as an authorized pick-up. To keep our buildings secure as possible, we want to refrain from adding unnecessary people. Instead, communicate this directly with the Director via Procare or in person so we can arrange access to the building and ensure they can sign your child out properly. They will also need to provide a valid ID.

Educational Programs

Infants

We understand that our littlest ones need a safe and loving environment to welcome them each day. Our program is designed to be nurturing and developmentally appropriate for infants 6 weeks and older, encouraging growth through daily activities that support physical, cognitive, and emotional development as well as social interaction.

Parents can stay connected through the Procure app, which provides updates throughout the day on your infant's activities including diaper changes and feedings.

Daily activities for infants include:

- Tummy time and physical exercises
- Sensory exploration through age-appropriate activities
- Group interactions for social development
- One-on-one time to enhance communication skills
- Weather permitting, outdoor play to promote gross motor development

Toddlers (This includes classrooms for ages up to 3 years old)

Every toddler is a unique individual with their own interests and learning style. Our toddler classrooms nurture and support each child's growth across all areas of development, providing engaging sensory experiences in a warm, inclusive, and loving environment.

As infants transition to toddler classrooms, they will begin transitions from napping in cribs to on cots or mats as well as eating at the table versus a high chair. These all happen at the child's own pace.

Our teachers provide many outlets for creative expression, including games, songs, movement, and art, which help 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. We encourage individual and group activities in a structured environment as they prepare for The Preschool Academy.

Your toddler's daily activities include:

- Whole group activities and discussions that promote social skills
- Small group instruction including planning and recall times
- Free play with specific areas for dramatic play, science exploration, reading, block areas, language and communication, and sensory exploration
- Interactive play to encourage social skills and friendships
- 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

The Preschool Academy (Preschool and Pre-K/GSRP)

Your child will move from the toddler classrooms to Preschool then Pre-K (also could be a GSRP classroom if your

center has one).

Pre-K/GSRP is typically 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 child's development. We encourage our teachers to create a folder for kindergarten assessments.

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 Procare app

Curriculum

Our curriculum blends a research-based, nationally acclaimed program with age-appropriate activities tailored to connect with children in our local areas. As children engage with our curated curriculum, they naturally grow across all areas of development, including social-emotional, physical, language, and cognitive growth. The curriculum often aligns with seasonal themes and holidays.

Assessments

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

School Age & Summer Breaks

All centers offer various levels of school age care and summer camp. Please speak directly with your Director regarding availability and programming.

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

Parent-Teacher Conferences

Typically, we hold parent-teacher conferences, (these may also be known as meet the parent/teacher nights), twice a year. These conferences allow for an in-person conversation between parents and teachers to discuss assessments, development, and to answer any questions caregivers or parents may have. Your center will send out communication, typically through Procare, with specific information and any sign-up required.

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 have 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 prepare to transition into a new classroom. Your child will spend time visiting the new classrooms, getting acquainted with new teachers and environment before they officially transition.

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 Activity
8:45-9:30 Large Motor Activity/ Outdoor Play
9:30-10:00 Bathroom/Wash Hands
10:00-10:15 Morning Snack
10:15-11:00 Creative Expressions Small Groups/Centers
11:00-11:15 Clean Up
11:15-11:30 Group Activity
11:30-12:30 Lunch Time, Bathroom, Prepare Nap Area
12:30-2:15 Nap/Quiet time
2:15 Wake/ Clean-up/Bathroom
2:30-2:45 Afternoon Snack
2:45-3:30 Afternoon Group Time
3:30-3:45 Clean-Up/ Bathroom
3:45-4:45 Outdoor Play/ Large Motor Activity
4:45-6:00 Free Play / Light Snack/ Bathroom

Child Care and Health

Health at Huntseys

Health at Huntsey's is an initiative at Huntsey's Clubhouse designed to promote the physical, mental, and emotional well-being of children and team members. The program focuses on fostering lifelong wellness through a variety of activities, resources, and habits that support healthy development. It is important that children are healthy in body, mind, and soul—ready to grow, learn, and thrive.

Key components our Health at Huntsey's initiative are:

- **Healthy Habits:** Teaching children essential practices like teeth brushing, hand washing, and nutritious eating.

- **Physical Activity:** Incorporating movement into daily routines, including outdoor play, gross motor activities, and yoga sessions led by trained professionals. Our yoga practice does not have religious affiliation and is meant to inspire movement and emotion regulation.
- **Mental Wellness and Brain Development:** One way we do this is through our partnership with The Literacy Bus, which visits the centers and gives children a creative outlet, chance to explore literature, and take home a book. The Literacy Bus brings access to books that spark curiosity and enhance cognitive growth, helping children develop language, critical thinking, and problem-solving skills.
- **Wellness Education:** Providing children and families with tools and information to encourage a balanced, healthy lifestyle.
- **Safe Environments:** Using plant-based and dye-free products wherever possible. We focus heavily on child-safe cleaning products to reduce exposure to harmful chemicals. You can find the list of our cleaning products on our website using the link below.

Health at Huntley's embodies our company's values of safety and facilitating development, ensuring every child has the opportunity to thrive in a nurturing, healthy environment. For more information, please visit:

<https://huntleysclubhouse.com/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. 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 these, unless a note from a doctor is provided, then we can have further discussion on whether we can provide them.

A Typical Day Consists of:

- Breakfast will consist of a combination of a whole grain, fruit, protein, and fluid milk.
- 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 do our best to avoid serving any food with artificial dyes. Our menus do not include any food with artificial dyes. While we work hard to find alternatives, there may be time during a seasonal activity or birthday treat where this may vary. We encourage you to find treats that do not include artificial dyes.

We 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 available. If you have any questions or concerns or want more information about healthy kid friendly foods, please visit our website <https://huntleysclubhouse.com/nutrition/>.

Menus

The weekly menus are posted inside each building. Any substitutions will be updated on the posted menu.

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. Extra supplies of breast milk or formula must be provided by the parent in premade bottles. Team members will ensure that all bottles will be labeled with the child's first and last name, date, and contents. Bottles are warmed by being placed in a bottle warmer. Team members cannot mix formula bottles and cannot add cereal to bottles. Please do not leave bottles at the center overnight. If they are left, their contents will be discarded.

Under the CACFP, Huntley's Clubhouse does provide formula to children under 1 year. Please speak to your Director if you have any questions. During the enrollment process, you can complete this on your CACFP (Food Program) paperwork. We provide one brand of formula. If you choose to use this formula, it stays at the center and parents are required to make the bottles each morning at the center.

Clothing

We want to be sure your child has fun while playing and learning at Huntley's Clubhouse! 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 a complete set of extra

clothes, including socks, for your child. For an infant, it is in the best interest to provide 2 complete sets of extra clothes. In addition, we request an extra sweatshirt be kept at the center as well. Clothing must be labeled with your child's first and last name. Please remember to check periodically to make sure it fits and is seasonally appropriate.

Shoes are required for all walking children. Shoes must be rubber-soled and closed-toe with a closed heel or heel strap. Flip-flops 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. If you need snow gear, we receive so many donations. Please never hesitate to reach out.

We cannot assume responsibility for lost, stained, soiled, or torn clothing. Please be sure to label all clothing, shoes, and outerwear 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. Your child's blanket and stuffed animal will be stored in their nap cubby and the blanket will be laundered at least one time per week.

Bringing a treasured object to the center can create tension between children. We ask that you do not let your child bring toys from home as personal storage space is limited. If a child does bring a special toy, they need to put it in their cubby or backpack and will be allowed to bring it out during parts of the day. 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, praise, and active supervision.

By creating an atmosphere of positive guidance, we find that most inappropriate behaviors are avoided. However, in some situations and as a last resort, a child may be guided or redirected to another activity 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 team 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 help work through inappropriate behaviors with us. 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 team 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 an early age do not have fully developed language skills. This can lead children to bite as a way of communicating needs.

We realize that biting can be a big concern and one of the largest challenges we face at these ages. 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 and Biting Resources. 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

Until your child is developmentally ready for potty training, we provide regular diaper changes throughout the day. You will need to supply diapers and diaper cream (if needed), while we provide the wipes. Diapers are checked hourly and changed promptly if soiled, with a minimum change every two hours, even if dry. Diapering procedures are posted in the classrooms, and changes are logged in the Procure app. You will also receive a message through Procure when more diapers are needed.

When your child shows signs of potty training readiness, we use positive guidance and encouragement to support this milestone. Please let us know if you are beginning potty training at home. We encourage open communication between you and our team members to ensure consistency and success.

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. Outside of the infant classrooms, children typically nap after they eat lunch. 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.

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

Children's mats are covered with a crib sheet. We will keep each child's nap supplies (crib sheet, blanket, and pillow) in individual cubbies. These items are laundered on-site at a minimum of once a week. Parents can supply your child's rest time blanket (for children over 1 year of age) or we will supply one for your child.

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. **Handwashing is our number one tool against illness; 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 on Procure by 9:00 am.

If your child becomes ill while at the center and we think it is 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 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 the 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 team members can provide without compromising the health, safety, and activities of the other children.

Sanitizing

We use a combination of professional cleaning and dedicated team members to maintain a safe and hygienic environment. Throughout the day, the team members follows our 3-step sanitizing policy and other cleaning protocols ensuring that all surfaces, play areas, and toys are regularly disinfected.

As an additional measure, we employ the use of a sanitizing gun on a weekly basis. This advanced sanitization tool allows us to reach even the most challenging areas, providing an extra layer of protection against germs and viruses. The sanitizing gun is part of our comprehensive strategy to uphold the highest standards of cleanliness, offering peace of mind to both parents and caregivers. We utilize a hospital grade, pH neutral effervescent tablet that dissolves easily in ordinary tap water and becomes a multi-purpose, EPA registered disinfecting and sanitizing solution. Although this tablet is created specifically to use at child care center, our policy states that we do not use until the end of the day or on a Friday to allow maximum drying time.

We believe that a clean and sanitized environment not only promotes the health of the children but also creates a space where they can thrive, learn, and play comfortably. Our commitment to maintaining these rigorous cleanliness and sanitization procedures reflects our dedication to the well-being of the children in our care.

If you would like to learn more about our practices, please visit our website under the Health page.

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.

Illness Chart

The Illness chart can be found at the end of the Family Handbook. This illness chart applies to children, team members, and volunteers.

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 provide 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, you need to 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 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. **Prescription/Doctors Note:** 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 the safety of our facilities very seriously. All entrances at our centers are locked and require a key code for entrance. Please refer to the section on Procure, Kiosk, and Unique Codes.

Our goal is to provide a safe and secure environment for the children and team at Huntley's Clubhouse, 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 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 team via hello@hunteysclubhouse.com.

Destruction of Property

We strive to create a safe and welcoming environment where children can learn, play, and grow. To maintain this environment, we teach children the importance of caring for their surroundings,

including classroom materials, furniture, and other property.

While we understand that accidents can happen during play and exploration, intentional destruction of property is not acceptable. In such cases, the following policies will apply:

- **Accidental Damage:** If property is accidentally damaged, we view it as a learning opportunity and will work with the child to understand how to better care for items in the future. No fees will typically be charged for accidental damage.
- **Intentional Destruction:** If a child intentionally destroys property, the family may be held responsible for repair or replacement costs. Families will receive a written notice explaining the situation and the associated costs.
- **Supporting Positive Behaviors:** Our team will work with children to teach respect for property through age-appropriate guidance, modeling, and redirection. In cases of repeated incidents, a meeting with the family may be scheduled to develop strategies for improvement.

We appreciate your cooperation and support in helping us teach children the value of respect and responsibility. Together, we can maintain an environment that is safe, joyful, and enriching for everyone.

Children's Records

All children records are kept confidential and are only accessed by team members 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 Director. While we welcome in-person dialogue, it is preferable that you follow up with the explanation of your situation in a letter or e-mail so it can be kept on file.

Drop-Off Policy (by 10am)

To help us maintain a consistent and nurturing environment, Huntley's Clubhouse asks that all children be dropped off by 10:00 AM each day. Timely arrivals support smooth transitions, effective planning, and participation in important learning activities.

If your child will be absent or arriving after 10:00 AM, please notify us as soon as possible using the Procure app. For late arrivals, families must notify the Director by 9:00 AM the same day via Procure or by calling the center directly. This helps us plan staffing, meals, and classroom routines.

If late drop-offs are needed on a regular basis, please speak with the Director to discuss options and ensure we can accommodate your family's needs.

Please note: Failure to notify the Director of a late drop-off by 9:00 AM may result in your child not being able to attend that day.

We appreciate your partnership in supporting a structured and safe environment for all children. If you have any questions, don't hesitate to reach out to your center's 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 Director or teacher in charge will contact the authorities and Child Protection Services.

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

Emergencies and Crisis Response

Our team 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 & Incident Reports

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.

If you have any concerns about incident reports, we welcome you to discuss these with your Lead Teacher and/or Director. We want to support all of our families and never want you to feel like you do not understand what is happening in our classrooms.

Procedures

Parent Communication and Concerns

We value open and honest communication with our families. We understand that questions or concerns may arise, especially regarding incidents such as bumps, falls, or other typical occurrences that are part of early childhood development. To ensure these concerns are addressed thoughtfully and effectively, we ask that parents follow these guidelines:

- **Preferred Communication Channels:** If you have a concern about an incident or any aspect of your child's care, we encourage you to reach out directly to your child's Lead Teacher or the Center Director. The best way to communicate is through Procure, which allows us to dedicate the necessary time to listen to your concerns and provide clarity. Please let us know that you have concerns so we can find a time to have a more in-depth discussion.
- **Timing of Discussions:** To ensure we can focus fully on your concerns, we kindly ask that larger conversations take place outside of busy drop-off and pick-up times. This allows us to avoid distractions and ensures your concerns are given the attention they deserve.
- **Social Media Policy:** While we understand the use of social media as a platform for sharing experiences, we believe it is not the most effective way to address specific concerns. Discussing concerns directly with our team allows us to resolve issues quickly, maintain privacy, and ensure accurate context is understood by all parties.
- **Our Commitment:** We are committed to fostering a partnership with families built on trust and mutual respect. Your feedback is important to us, and we want to work together to provide the best possible care for your child.

By maintaining open and direct communication, we can ensure a positive and supportive environment for all children and families.

Enrollment

Upon enrollment, you will receive an Enrollment Packet electronically. Please pay close attention to your e-mail as it will have instructions on what you are receiving and how to complete it. We welcome you to discuss any questions or concerns with our Enrollment Department. Please do not hesitate to reach out to enroll@hunteysclubhouse.com. Your Enrollment Packet will include, but not limited to: the Parent/Handbook Acknowledgement, Child Information Record, Medication Permission, Topical Ointment Authorization Form, Food Program (CACFP) Paperwork, and a Health Appraisal signed by your child's physician or a signed immunization waiver if your child is 5-12 years old. There is a \$150 one-time fee upon initial enrollment.

Child Records

We are required annually to update child records. You will receive this information from your center and it must be completed in a timely manner to keep your child's enrollment at the center. Please pay attention to these requests and return documents as soon as possible. These are reviewed regularly by our State Licensing Consultants.

Holiday Closures

All locations will be closed for the following holidays and professional development days. Each year, there is a calendar with the specific dates listed that can be found on the Parent Resource section of our website. If the holiday falls on a weekend, we may close either the day before or after, which will be communicated in advance. Regular tuition fees apply during Holiday/PD closures so that we can pay our team members.

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

Two Professional Development Days – Specific Dates Listed on Annual Calendar

Professional Development

Our team members complete 16 hours of ongoing professional development. Training includes age-appropriate training for the teacher's specific rooms, additional health and safety training, nutrition and food service, and more. Teachers also complete three hours of cultural competency courses.

All centers are closed two days a year for company-wide Professional Development Days, which will be listed on the annual calendar. These days are treated as holidays, and regular tuition fees apply during these closures. Your continued support enables us to invest in our team's growth, ensuring the highest quality of care and education for your children.

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 written notice, tuition will be charged. If there is a past due balance, additional days cannot be added to your child's schedule.

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. Tuition is required for holidays and professional development that the child care is scheduled to be closed.

Tuition rates are subject to an annual increase of up to 5% at the start of September each year, with

at least 60 days' notice provided before the new rates take effect. However, in extraordinary circumstances, such as significant increases in operational costs or regulatory changes, additional tuition adjustments may be necessary. In such cases, families will be notified at least 30 days in advance, along with a detailed explanation of the reasons for the adjustment.

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.

Upon receiving your subsidy, you may need to sign a "Contract for Care." Please watch for any messages regarding this so we can get it completed as soon as possible.

If you have specific questions regarding subsidy, please reach out to your Director. You can also reach out to dhs@huntseysclubhouse.com and include your Director on the e-mail.

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 two-week notice to your 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.

Regulatory Agencies & Licensing Notebook

All Huntesy's Clubhouse facilities are licensed by the state of Michigan under the Bureau of Childcare Licensing. Our centers are subject to state and local health, fire 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.

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

the following information:

- a. The licensing notebook contains all the licensing inspection and special investigation reports and related corrective action plans for the last 5 years.
- b. The licensing notebook is available to parents during regular business hours.
- c. 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.

Illness Chart

See below.

Huntery's Clubhouse 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

*Illness chart applies to all Huntley's Clubhouse team members, enrolled children, and volunteers.