



Treetops Childcare Center & Preschool

Treetops Child Development Center and Camp Sylvan have been in operation since 1990.

Treetops Child Development Center (TCDC) is a state licensed child care center & pre-school that is owned and operated by Treetops Resort. The center opened in September 1990. Hundreds of children have attended TCDC over the years. We provide care for children ages 2 months – 12 years from the Gaylord community as well as children of Treetops employees and guests. Parents who already have a child enrolled and become pregnant may start their infant at 2 months of age if space is available in the infant/toddler room.

Parent Handbook

Welcome to Treetops Childcare Center & Preschool!

The information contained in this “Parent Handbook” will introduce you to the philosophy and policies of the center. It will serve as a quick reference to the daily operating procedure and curriculum. Your familiarity with them will help make your child’s day a most rewarding experience.

The center was created to meet the needs for high quality childcare for children of Treetops employees as well as for our local community neighbors. We look forward to working with you to provide a secure foundation for you and your child to ensure a successful growth and learning.

Great Start to Quality Rated

Rating 

Great Start to Quality is Michigan's quality rating and improvement system that evaluates the quality of child care, preschool and school age only programs. As a Michigan family, you can use Great Start to Quality as a tool to help you look up and compare early childhood programs to find the best child care.

Website: <http://www.greatstarttoquality.org/>

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Program Philosophy

The Treetops program reflects the philosophy that each child develops individually. We understand that children grow and learn best in a safe environment that provides opportunities to explore, create, and communicate with other children and adults. We aim to enhance the child's self-concept, to develop a sense of trust in others, to promote autonomy and positive social skills. Children are encouraged to attain independence as they become ready for it. Regular scheduled snacks and meals, rest time, indoor and outdoor play, and routine in physical caregiving promotes the child's health, comfort and ability to care of his/her self.

We also strongly believe children learn best by doing, and are offered many regular opportunities to participate in art, music, rhythm and movement, active indoor and outdoor play and language development. We also incorporate math and science activities into our weekly program.

APPLYING THE PRINCIPLES

Our program is what is referred to as "play based." The environment is varied, orderly and designed to encourage exploration and manipulation. "Hands on active learning" is a mainstay in our program. Research strongly shows that children learn best when they are involved, interested and able to manipulate the environment. Subject matter should be relevant and of interest to the children. Children should be allowed to proceed at their own pace and learning activities need to be designed for the child's success, not failure. Have faith in your child.

Concepts valued in the school curriculum such as reading, writing, and problem solving are all based on the expectation that children are capable of certain levels of abstract, symbolic thought (Amy, Monighan, Scases & Van Hoorn, 1984). In its complex form play is characterized by the use of symbols to represent objects, ideas and situations not present in the immediate time and place. Play also provides opportunity for children to encounter the perspective of others (Garvey, 1977; Schwartzman, 1978; Vygotski, 1976) Both Piaget (1962) and Vygotski (1976) identify play as central to the development of a child's ability to use symbols. The ability to transform objects or situations through the use of imagination into meanings that are different from the original object or situation form the foundation for intellectual development and communication. Research on the development of symbolic thought has linked pretend play to language development (Ervin-Tripp 1984, Genishi & Dyson, 1984).

Our day consists of active & quiet play, varying these to achieve a good balance. We have a structured day which consists of breakfast (8-8:30), story time, self-directed exploration (free choice), art, individual instruction (matching, sorting, classifying) outdoor play, circle time (song, music, rhythm & movement,

games, stories), lunch (11:20-11:45), table activities (Legos, puzzles, coloring, imaginative play), rest time (1-2:30), snack time (2:30-3:30), small group activities and free play inside or outside.

Children's physical needs are met by providing nutritious meals & snack at a regular interval, active play (playground activities, riding trikes, hikes, dance and rhythm & movement), rest time and activities in a comfortable environment. Small motor activities include: writing, cutting with scissors, coloring, puzzles, Legos, painting, play dough, puppets and any manipulation of small toys.

Social needs are met by providing a staff trained in the development and needs of children, positive interactions with staff, peer interactions (mostly positive!), dramatic play, exposure to others cultures & lifestyles through stories & field trips.

Emotional needs are met by providing a caring, understanding, accepting staff, providing a secure safe environment, and providing for self-expression through art, language and drama.

Cognitive needs are met by providing a structured learning environment that includes the following activities: sorting, matching, recognition, serration, measuring, counting, identifying, comparisons, and exploring and language activities.

Language activities include being read to, learning finger plays, writing, dictating stories and an abundance of printed materials.

According to the Michigan State Board of Education "Early Childhood Standards of Quality", some of the indicators of a quality program with a developmentally appropriate curriculum includes: ample and varied classroom materials organized and readily accessible to children, provisions for all areas of development (physical, social, language, emotional, and cognitive), learning materials that are real and relevant to the lives of children and that move from the concrete to abstract, and extended blocks of time in the scheduled to allow for children to become absorbed in their own learning experiences without interruptions. We believe we provide all this and more!!

Diversity

We welcome every opportunity to expand the child's view of the world as a place rich in many cultures, races, religions, and customs. Treetops Childcare Center is open to all families, regardless of ethnicity, religion and sexual orientation. We will work with families to provide an inclusive preschool environment for all children. Diversity extends to the family structure as well, and we are committed to the philosophy of treating all family situations equally and without bias.

Educational Programs

Infants

The infant program serves children from the age of 8 weeks until the age of 18 months. The program is designed to promote feelings of belonging and the loving care which help infants to grow and develop to their full potential. Children eat, sleep, and play according to his or her own schedule.

Every infant is an individual with unique abilities, desires and emotions. Our program is designed to meet the individual needs of each child and to provide them with educational experiences. In our infant classrooms, we provide a creative and stimulating program this encourages visual, language, gross motor and small motor experiences to enhance learning through their own natural curiosity.

Our highly qualified and professional teachers will guide and encourage your child in every stage of his or her development. We firmly believe in the need for open and thorough communication between teachers and each family to provide loving care for each child and confidence for each parent.

Toddler

Our toddler program serves children from 18 months to 36 months. The toddler classrooms are designed to provide stimulating experiences for the children where they can learn through their own inquisitiveness. The emphasis during the toddler years is on building self-confidence and fostering the natural curiosity that toddlers possess. Throughout the day toddlers enjoy the large variety of play materials that are readily made available to them, as well as creative centers where children can dress-up, build with blocks, and experiment in the sensory table. Art, music, language and science activities geared to little hands are also introduced. Our teachers offer the tenderness, warmth, and patience so essential to this young age. Children feel comfortable in our toddler class settings when their parents leave. Deep respect for each child ensures that your toddler will truly love his or her school environment and, from that, develop a long lasting love for learning.

Preschooler

Treetops Childcare Center has a preschool classroom that serves children age three through five years. Our preschool program prepares children socially and academically, as well as, supports and encourages the development of independence, responsibility, and confidence, all of which are essential for the child's ongoing success in kindergarten. Our educational program focuses on each child's social, emotional, intellectual, and physical development by offering concrete, hands-on activities for the child to explore. The preschool curriculum is designed to actively engage each child in developmentally age appropriate activities exploring the content areas of literacy, mathematics, and science, social

studies, art and technology. Our skilled teachers prepare curriculum that is exciting and challenging, as well as supportive of each child's own learning style. Our preschool room arrangement creates the optimum learning environment. It allows children easy access to educational toys, materials and books, enabling them to initiate and expand their activities. Our classroom is organized with areas for block play, manipulative toys, art creativity, Imaginary play, and reading in addition to larger spaces for group activities. To enhance learning experiences we offer class trips to farms, museums, and nature trails.

Special Activities

Treetops Child Development Center celebrates childhood by having special parties, events and activities throughout the year.

Parties are held for these holidays: Halloween, Christmas and Valentine's Day. A typical party includes a special theme lunch, games, stories and finger plays.

Many other special events occur such as PJ day, color day, mystery reader week, and field trips. The purpose of these special events is to add excitement to the normal routine and also to bring other family members into the Treetops environment.





Preschool Program Goals

Our goal is to provide an early education day care experience which fosters good problem-solving, coping skills and creativity in a caring and safe atmosphere.

Goals for each child include helping them to:

- Move along the development sequence at his/her optimum rate using learning objectives from Teaching Strategies.
- Learn through identifying children's interest and incorporating them in to a natural play setting
- Develop positive attitudes towards school and learning
- Develop positive work habits and skills, such as: attention span, organizing work, and following a daily routine
- Develop foundations for reading, writing, visual skills, auditory skills, left to right orientation, interest in printing, letter awareness, association of letter sounds, and rhyming, at his/her own development.
- Develop a love for literature and to become familiar with literacy and language
- Develop cognitive skills such as: problem solving, synthesizing, analysis, and classification
- Develop the foundations of mathematics, one-to-one correspondence, counting association of set to symbol, part/whole relationships, and measurements and graphs
- Develop language skills, including speech and listening skills at his/her level of development
- Learn the social skills of compromise, cooperation, negotiation, and verbal assertiveness along with other developmentally appropriate social-emotional skills
- Develop large and fine motor skills
- Develop and understand the importance of creativity



Infant/Toddler Room Program Goals

1. To provide a loving, caring atmosphere where physical affection is freely given.
2. To instill in each child a feeling of autonomy and a positive self-concept.
3. To provide a joyful, enthusiastic and spontaneous approach with the children.
4. To meet each child's physical needs.
5. To establish the foundations for respect of equipment.
6. To establish the foundations for respect of others – Social Development.
7. To provide for the language development that is so important in this stage of development.
8. To make available a good variety and quantity of materials on the shelves at the child's level (manipulative, dramatic play, pull toys, Fisher-Price...).
9. To provide ample opportunity for use of gross motor skills.
10. To provide a variety of activities that begins to introduce the curriculum areas such as: science, dramatic play, manipulative activities, language, large motor skills, music and movement.
11. To be supportive of parents by encouraging involvement and/or encouraging open and honest communication while using tact and discretion.
12. To develop self-help skills in order to create a feeling of independence and confidence in the child (this can be accomplished by toilet training, encouraging them to try to help dress themselves and letting them help dish out food at meals).

Baby Required Items

Parents need to supply the following items for their young children:

- * Diapers & wipes labeled with the child's name
- * Filled bottles (we cannot fill or refill bottles here)
- * Bottles and food need to be dated and labeled with the child's name.



Preschool Daily Schedule

7am-8am	Arrival/Free Choice
8am-8:20am	Clean-up/Hand washing
8:20am- 8:40am	Breakfast
8:40am-9am	T.V Time
9am-9:20am	Morning Group (Circle)
9:20am-10:20am	Center Time/Small Group
10:20am-10:30am	Clean-up/Recall Time
10:30am-11:10am	Play Indoor/Outdoor
11:10am-11:30am	Group (Circle)
11:30am-12:15pm	Lunch Time
12:15-12:30pm	Read-A-Loud
12:30-2:20	Naptime
2:20-2:35	Potty & Hand Washing
2:35-3pm	Snack Time
3pm-4:15pm	Play Indoor/Outdoor
4:15pm-4:30pm	Read-A-Loud
4:30-5:30	Free Choice
5:30-5:45	Clean-up/Recall Time
6pm	End of the Day!



Infant/Toddler Daily Schedule

7am-8am	Arrival/Free Choice
8am-8:20am	Clean-up/Hand washing
8:20am- 8:40am	Breakfast
8:40am-9:30am	Free Choice
9:30am-9:45am	Diaper & Potty
9:45am-10:15am	Planned Activity
10:15am-10:45am	Art or Sensory Activity
10:45am-11am	Music & Movement
11am-11:20am	Outdoor/Indoor Play
11:20am-11:30am	Diaper & Potty
11:30am-12pm	Lunch
12pm-12:20pm	Read- a- Loud
12:20pm-2:20pm	Naptime
2:20pm-2:45pm	Diaper & Potty
2:45pm-3pm	Snack Time
3pm-4:15pm	Outdoor/Indoor Play
4:15pm-4:30pm	Diaper & Potty
4:30pm-6pm	Free Choice
6pm	End of the DAY!

Assessment of Child Progress

All age groups are assessed formally and informally to ensure that the teachers plan their curriculum goals and activities to support individualized learning. Our teachers observe, record and document children's development, participation and learning throughout the year. The assessments are ongoing, systematic and gathered from natural play activities and realistic setting that reflects children's actual performance. Our center uses variety of methods such as observations, checklists, rating scales, and individually administered tests. The assessment results are used to benefit children by informing sound decisions about children, teaching, and program improvement. When assessments identify concerns, appropriate follow-up, referral or other interventions will be used. Our formal assessments are done twice a year, (October & May). All our assessments are kept in the child's portfolio, which follow the child from group to group to show the progress in cognitive, language, physical social and emotional areas of development that are consistent with our program curriculum and philosophy. Our families are part of assessment process with regular communication, partnership and involvement. Once the formal assessments are completed the head teacher will schedule apparent conference. Progress Reports will be offered three times a year, December, March, and June. At this time parents will have the opportunity to meet with the teachers and ask questions as well as discuss their child's progress in private.





Parent Communication

Open and regular communication between parents and Treetops is a necessary component of a successful childcare experience.

Parents are always welcome to stop by announced or unannounced and are welcome on field trips or at parties. Please remember that staff must continue to interact with the children if you are present and are not free to visit.

We value the opinions and input of parents regarding the program. Feedback from parents regarding program, staff and policies is encouraged. If you have concerns regarding anything you have seen or heard at Treetops these should be shared with the director. Please feel free to call or make an appointment at any time.

The following are also methods of communication between Treetops and parents:

- * Monthly Activity Calendar – lists weekly themes, art projects & field trips.
- * Newsletters – generally are distributed seasonally and allow staff the opportunity to share information with parents.
- * Parent Handbook
- * Parent Library – contains books related to child development, discipline, health, and other topics related to children. The library is located in the Director's office. Books are available to check out.
- * Parent/Teacher conference – are generally held in the spring with the purpose of discussing your child's development. Sign-up sheets will be available prior to conference time. Parents may request a conference at any time if they feel it is necessary. Teachers also may request a conference to address specific concerns.
- * Teacher notes – teachers will place a note in your child's folder if there is a need to communicate regarding an occurrence or problem during the day. Make sure and check your child's folder daily for art projects and teacher communication.
- *Parent Advisory Meetings (Meet once a month)
- *Remind Me app



CURRICULUM

Teaching Strategies Creative Curriculum

The curriculum for preschool children consists of relevant planned experiences that meet the child's emotional, social, physical and cognitive needs. The program is developmentally appropriate and emphasis is given to the importance of the teacher/child relationship.

**The curriculum includes everything that happens within the child's day.
Our curriculum follows these principles:**

1. The curriculum is built around current knowledge of learning and child development.
2. The curriculum acknowledges that each child develops individually at their own rate; however development will follow a predictable sequence.
3. Children are viewed as always learning. Learning occurs as a child interacts with the environment.
4. The curriculum reflects the child's interests.
5. The curriculum addresses the whole child and includes experiences designed to meet the social, emotional, physical and cognitive needs of the child.
6. The curriculum aids a child in developing a positive self concept, which is a crucial component of development.
7. The curriculum includes a variety of learning experiences to meet the needs and interests of children at different stages of development.
8. The curriculum acknowledges and supports individual and cultural differences and families are viewed as participants of the program.
9. Children are provided opportunities to think for themselves and select from alternatives.
10. Play is viewed as the vehicle for learning and is encouraged and supported.
11. A positive relationship between teacher and child is viewed as critical to the success of the preschool experience
13. To provide care in smaller subgroups, in order to give each child more personal attention, to prevent under and over stimulation, to allow more freedom of choices and to maintain a more relaxed atmosphere.



Staff Education / Training

Treetop combines excellence in the areas of staff, facility, program and equipment with a genuine love for children.

Kara Rogers, Director of Treetops Child Development Center, received a CDA (The Child Development Associate (CDA) Credential™ is the most widely recognized credential in early childhood education (ECE) and is a key stepping stone on the path of career advancement in ECE). Kara also has her associate's degree in Early Childhood Education through North Central Michigan College. Kara then plans to transfer to LSSU to pursue a bachelor's degree in Early Childhood Education.

Kara previously worked at Sweet Child of Mine as a lead teacher in the preschool room. After she started working at Treetops she soon became lead teacher in the preschool room as well as the program Director for Treetops Camp Sylvan. In addition, Kara has advanced First Aid Training and has successfully completed Red Cross CPR Training.

Support Staff

The support staff at Treetops is one of excellence. All staff members possess a love for children, and a character and personality suitable for working with young children.

Our teaching staff has education, training, and experience working with young children. Treetops employees also receive 20-24 hours of additional training during their employment annually.

Employees who hold teaching positions are required to complete CPR/First Aid training. Head teachers also attended a minimum of one conference a year. All employees attend regular staff meetings for additional training.



Days and Hours of Operation

Treetops Child Development Center hours of operation are from 7:00 a.m. until 6:00 p.m. Monday through Friday, except holidays. Weekend hours during ski season are subject to Resort hours, policies and fees, and are not part of the regular program.

Treetops Child Development Center closure:

Christmas
New Year's Day
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Day after Thanksgiving

Treetops Child Development Center will close during the same time period as the Gaylord Community Schools are closed for spring break. There is no fee for days when the center is closed.



Snow Days

When Gaylord Public Schools are closed due to severe weather or when Gaylord Schools have a delayed opening, and Treetops Child Development Center remains open, the Center opening time will be 7:30 am and closing time will be 5:30 pm

Parents whose children will not be attending on a day when Gaylord Community Schools are closed due to weather should call Treetops by 7:30 am. Call on the 731-8459 line and leave a message on the voice mail if no staff member is present. By doing so the parent may use the absence as a sick or vacation day.

Parents with school age children who would like their child to attend Treetops on school snow days must call first to see if space is available. Please wait until after 7:30 am to call.

General Policies

Attendance, Arrival, and Pick-Up

Parents are responsible for bringing their child/children into Treetops each day. At the time of arrival parents are responsible for signing their child in on the sign in/out daily log.

Parents are also responsible for making sure all belongings are placed on the child's hook or in his/her cubby. Children arriving by bus are responsible for getting into Treetops on their own. If your child will be absent or arriving unusually late we need to know for meal and planning purposes.

Make sure you inform a staff member of departure and sign your child out on the daily sign in/out log. No child will be released to anyone other than those persons named on your emergency card. Any changes must be in writing and handed to the director.

Once parents arrive to pick their children up, the children become the parents' responsibility, and parents are responsible for their safe departure.

Late Pick-Up

Parents who arrive after 6:00 p.m. to pick up their child/children are subject to a late fee of \$1.00 per minute per child. The late fee will be added to the parents account. Excessive tardiness may result in termination of services. It is advisable to arrange for a backup person who is listed on the child information card to pick your child up if you will be late.

Authorization to Release Child

Your child must be picked up by an adult who is at least 18 years old and listed on your emergency card. Only those individuals listed as authorized pick-ups are allowed to pick up your child. ID is required.

Legal Custody

The center cannot refuse to release a child to the child's parent or legal guardian who has or shares legal custody of the child. Unless a court ordered statement has been provided and kept on file.



Clothing

Children should wear play clothing that is comfortable and easy for them to get on and off. Clothing that would cause concern if damaged should not be worn. “Good” clothing is discouraged. Play can be messy and hard. It is likely that stains, tears or wear will occur. Please label your child’s clothing.

Shoes should also be “easy on easy off”. Children are naturally impatient and having to wait for staff to put on and tie several shoes is not easy. If possible, please help by sending your child in Velcro shoes. Your child should have appropriate clothing for outside play. State regulations call for outside play daily when the temperature is 15 degrees or warmer.

***ALL CHILDREN UNDER 6 YEARS OLD WHO ATTEND TREETOPS NEED A CHANGE OF CLOTHING TO BE LEFT AT TREETOPS IN A SHOEBOX CLEARLY LABELED WITH THE CHILD’S NAME. DROP IN CHILDREN SHOULD BRING A CHANGE OF CLOTHES DAILY IN THEIR BACKPACK/DIAPER BAG.**



Emergency Procedures



Emergency procedures are posted in each activity room as required by licensing regulations.

Fire and tornado drills are practiced seasonally.

When a minor accident occurs, the staff member present will fill out an accident report that describes what happened and the treatment. At pick up time you will receive the report and be asked to sign it and return it for our records.

In the case of a major accident or serious illness (any head injury, asthma attack, allergic reaction, unconscious, vomiting, lost child, inappropriate contact child/child or adult/child, physical discipline by a staff member or volunteer) parents will be immediately notified by phone. If the parent is not available, the person on your Child Information card will be contacted.

Discipline Policy

Treetops Child Development Center does not permit spanking, hitting, biting, pinching or other forms of corporal punishment. Other types of discipline prohibited include; binding, tying, humiliating, shaming and threatening, or depriving a child of meals, snacks, rest or toilet use.

Children are taught positive behavior toward others and respect for property by modeling and consequences. We use natural, logical and unrelated consequences when necessary. We expect children to do what they can to care for persons and things around them.

If a child is having trouble controlling his/her actions that may result in another child being hurt or destruction of property, the child will be removed from the group for a brief time, usually 2 – 5 minutes. If a child has behavior problems in a certain area, such as the block corner, then that child will be directed to a different area. Especially with younger children redirection is often used.

Take time to share your discipline methods with the staff. Let us know if your child is upset about something at home. We want to work with you in helping your child grow and develop.

Rules are necessary (no hurting), simple (stated in language children can understand), stated positively and enforceable (lay quietly at rest time, rather than, you must sleep).

Lockers and Cubbies

Children who attend Treetops Child Development Center are assigned lockers and/or cubbies for coats, boots, etc. Often lockers are shared with another child. Parents will need to limit locker materials, accordingly, to assure both children using the locker have adequate space for their necessary belongings.

Naps

Licensing requires that all children under school age be given opportunities for rest. We require that all children remain on their cots or in their playpen during naptime. Soft music is played and teachers assist children in settling down at rest time. Most children fall asleep. Children who do not sleep will be offered a quiet activity after a 90-minute rest period. Teachers remain in the rooms at naptime.

Outside Play

State law required that children attending a day care program receive outdoor play daily unless weather prohibits. There are not many days children do not go outside. Weather that keeps children inside would be rain or a temperature of 20 degrees or lower. Wind chill would also be taken into account.

It is necessary that children always be prepared with proper clothing to go outdoors. It is difficult to keep one or two children in without the whole group staying in. Parents who would like their child to stay indoors when recovering from an illness should call the Center before coming, to see if staffing will enable us to do so.

Pillow and Blanket

Each child should have a small blanket and a small pillow and a zippered bag that it is kept in (please label with your child's name) from home that is to be left at Treetops for naptime. (Storage space is limited.) Besides providing your child with a familiar object at rest time it is also sanitary. Parents are responsible for washing pillow covers and blankets at regular intervals.

Personal Belongings

Generally, we prefer that children not bring toys from home. They can cause problems. More fights occur over a child's prized possession than anything else. Also, toys may be lost or broken. Items that are prohibited are weapons (even toy weapons) and toys that encourage violence. If your child has a cubby in the Foxes Den they should not bring coins or small items that may cause choking. Bringing books is encouraged.

Licensing

In accordance with licensing rules, Treetops Children's Center maintains a licensing notebook which contains all of the licensing inspection and special investigation reports and related corrective action plans since May 28, 2010. This notebook is available to parents during regular business hours.

Licensing inspections and special investigation reports from at least the past two years are available on the child care licensing website at www.michigan.gov/michildcare.



Illness

Please keep a sick child at home. Young children are just building up their immunities. Also, a sick child is prone to other infections. Children should not attend Treetops Child Development Center when any of the following conditions exist (and parents may wish to consult with their doctor): The child may return when the symptoms are gone or with a signed note by the physician stating that the child is not contagious.

1. The child has a temperature of 101 or higher
2. The child is vomiting.
3. The child is lethargic or is acting ill.
4. Child should remain at home when ill with chickenpox, measles, rubella and other contagious illnesses. A child with strep or scarlet fever should be treated with an antibiotic for 24 hours before returning to day care.
5. Diarrhea – watery, greenish, smelly bowel movements that are much more frequent than normal. This is very contagious with infants and toddlers.
6. Pink eye – look for the following symptoms: pinkish color in white of eyes, eye mucus and drainage, itching and rubbing of eye.
7. Impetigo, scabies or lice – all extremely contagious!
8. Severe coughing or difficult rapid breathing.
9. Rashes that cannot be identified, if accompanied by one other symptom (such as fever or scratching).
10. The child is feeling miserable and requires constant individual attention.

If a child becomes ill at Treetops, that child will be isolated from the other children. Caregivers will wash their hands well to help prevent the spread of disease. The parents will be notified and asked to pick their child up.

Please be aware that sick children cannot remain at Treetops and parents should arrange for back up sitters in the event of illness.

**** Please call if your child will not be attending**

Because of the overhead costs of employee wages, insurance, utilities, etc., full payment is required even when your child is absent. Parents may use "sick days" (See below) until they have been used.

A child who attends Treetops Child Development Center full time (5 days a week) is entitled to 5 sick days a year with no charge. Part time children will receive the same number of days in sick time as they attend per week. Children who attend 3 days a week receive 3 sick days per year etc. Sick days do not require advance notice and adjustment to the bill will be made the following week. Sick days may also be used as additional vacation time if the parent prefers.



Medications

We will administer prescription and non-prescription drugs. In order to do this child care licensing requires:

- * Written instructions, including dosage and times that the medication is to be given.
- * All medication is to be in the original container, clearly labeled with the child's name and instructions for storage.
- * Prescription medication shall have the pharmacy label indicating the physician, the child's name, instructions and the name and strength of medication.
- * Medicine must be given directly to a staff member.

We cannot administer medication to anyone other than who it is prescribed to and it must be in the original container. Also we cannot give a dose stronger than recommended according to instructions. We will maintain a record of all medication administered which will indicate administration time, amount given and the person administering. These records are kept in your child's file.



Under-Immunized Children

Treetops Children's Center policy mirrors the National Association for Young Children's criteria for health standards.

This policy applies universally to all children enrolled or in contact with the center.

The NAEYC Health Standard (#5) states that a child who is under-immunized because of a medical condition or the family's belief would be excluded promptly if a vaccine-preventable disease (VPD) to which children are susceptible occurs in the program.

In addition because our center includes children who are too young to be vaccinated we also would exclude an under-immunized child if a highly contagious vaccine-preventable disease were to occur within our county or surrounding counties or if the local health department were to issue a health alert regarding a vaccine preventable disease.

This would include; (however not necessarily limited to) measles Haemophilus influenza type B (HIB vaccine) and polio.



Nutrition and Food Service

Treetops Child Development Center provides 1 snack and 2 meals to children in attendance between the hours of 7 a.m. and 6 p.m. Snacks and meals are in accordance with USDA Recommended Dietary Allowances. A weekly menu is posted and dated with any substitutions noted.

Meal and snack times are as follows: breakfast 8:20 a.m. – 8:40 a.m.; lunch 11:30 a.m. - 12:15 a.m.; and afternoon snack 2:35 pm – 3pm. Parents who wish their child to eat need to make certain the child is in attendance at the time the meal is served. We are unable to fix meals and snacks at times other than those listed. If your child has special dietary needs will be happy to serve food you send from home to meet those needs.

Children are never forced to eat foods they dislike. Children are offered foods from the four food groups and encouraged to try all foods. If parents choose, they may provide food from home. If a parent chooses to send their child's lunch from home, a food safety release form must be signed by the parent and on file. Please send only nutritious lunches.

Parents may send a treat from home for birthdays if desired. Please check with a staff member to determine what amount to send and if there are any allergies to be aware of.

Enrollment

Enrollment should be preceded by one or more meetings with the Treetops Child Development Center director to obtain information needed to determine whether Treetops Child Development Center is right for your child. The following must be completed prior to enrollment.

- * The State of Michigan requires that a child information card be completed and returned prior to enrollment – supplied by TCDC.
- * A signed copy of the Treetops Child Care Placement Contract is to be completed prior to enrollment – supplied by TCDC.
- * A certificate of immunization or a doctor or clinic statement showing a minimum of at least 1 dose of DPT (diphtheria, pertussis, and tetanus), Polio, and MMR (Mumps, measles and rubella). Under – Immunized policy in addendum).
- * Within 30 days of enrollment a health appraisal, completed by a nurse or physician, is to be on file and appointments scheduled for any needed immunizations.
- * Media release form.



First Day Checklist

The first day of attendance at Treetops Child Development Center is exciting for you and your child. “Firsts” often bring out fear and insecurity in children. To help ease your child into this new experience consider doing some of the following:

- * Visit the center with your child one or more times before enrollment.
- * Talk about what events will be taking place during the day and in what order.
- * Plan to spend extra time at drop off for the first week.
- * Let your child bring a security object from home (make sure it will fit in locker cubbies)
- * Decide in advance how long you will stay and when it’s time to go, leave.

Some children begin with no apparent problems and after a week or so show some adjustment problems. As with children who have a hard time initially this situation is also related to fear of separation. Children (and parents) generally do adjust and the best policy is patience and confidence in the child’s ability. Be assured that the Child Development Center staff will all be helping your child to feel at home.

In addition to easing into child care with your child, we also need several items on the first day.

- * Completed registration packet: Child Information Card, Parent Placement Contract, Medical & Media Release and a Record of Immunizations.
- * The completed green health form is needed within 30 days of enrollment.
- * A small shoebox clearly labeled with your child’s name containing an extra set of clothing.
- * A small pillow with pillowcase and a small blanket (an infant pillow & receiving blanket work well) also clearly labeled with your child’s name. Parents are responsible for laundering.
- * Diapers & wipes if needed (bring enough for a week & replenish each week)
- * Filled bottles if needed – we are unable to fill or refill a bottle, send what is needed daily
- * Slippers or shoes for inside wear during winter.

Fee Policy

Treetop's has a non-refundable enrollment fee of \$25.00 payable prior to enrollment. Tuition amounts for ages and schedules are attached to the handbook. We accept check, credit card and cash payments. We are also able to receive state payments for children who qualify. Any difference between the state payment and tuition is the responsibility of the parent or guardian. Payments are due at the beginning of the week. Occasionally there are fees for field trips for the bus or activities.

Payment

Payment is due at the end of each week. If payment is not made for your child/children by the Friday of that week your child may not attend until payment is received.

Rates

Infant/Toddler	Weekly \$145	Daily \$45
Preschool	Weekly \$130	Daily \$35
After School	Weekly \$40	Daily \$8



Vacations

Children receive the same amount of vacation days as they attend weekly. Two weeks' notice is needed to receive vacation time with no charge. Parents are eligible to take their first week vacation after their child has attended Treetops for a time period of two months. Refer to illness policy for information on additional nonpayment days. Full-time children will also receive 5 sick days with no charge annually. If sick days are not used they may be used as vacation days. Also sick days may be used for siblings within the same family if a child has any left over.

Full-time	Vacation Days = 10	Sick Days = 5
3 days a Week	Vacation Days = 6	Sick Days = 3
2 days a Week	Vacation Days = 4	Sick Days = 2

Withdrawal/Termination Procedure

Parents may withdraw their children by providing two weeks' notice. When less than two weeks' notice is provided parents are responsible for payment of the two weeks. And Treetops may request withdrawal of a child by providing parents two weeks' notice. The following are the primary reasons for termination:

- * Parents fail to provide Treetops with required documents for enrollment. (Immediate termination)
- * A child continuously engages in behavior that may endanger their safety or the safety and physical well-being of the other children and staff.
- * Parents fail to observe and follow Treetops Child Development Center policies.
- * The Director sees evidence that our program is not capable of meeting the needs of the child or parent.

When termination is considered due to a child's behavior, the following procedure will occur:

- A. A teacher/parent conference to assess the situation and determine course of action.
- B. A Director/parent/teacher conference to evaluate success of plan of action.
- C. If the above efforts are unsuccessful, the parent will be given two weeks' notice to find alternate care.

(Note: if it is determined by the Director, in consultation with staff at any time, that a child's behavior is so severe as to present an immediate threat to the safety of other children and/or staff, then immediate termination of services may occur and the parents will be required to immediately withdraw their child from Treetops. Appropriate alternative professional services may be suggested.)

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