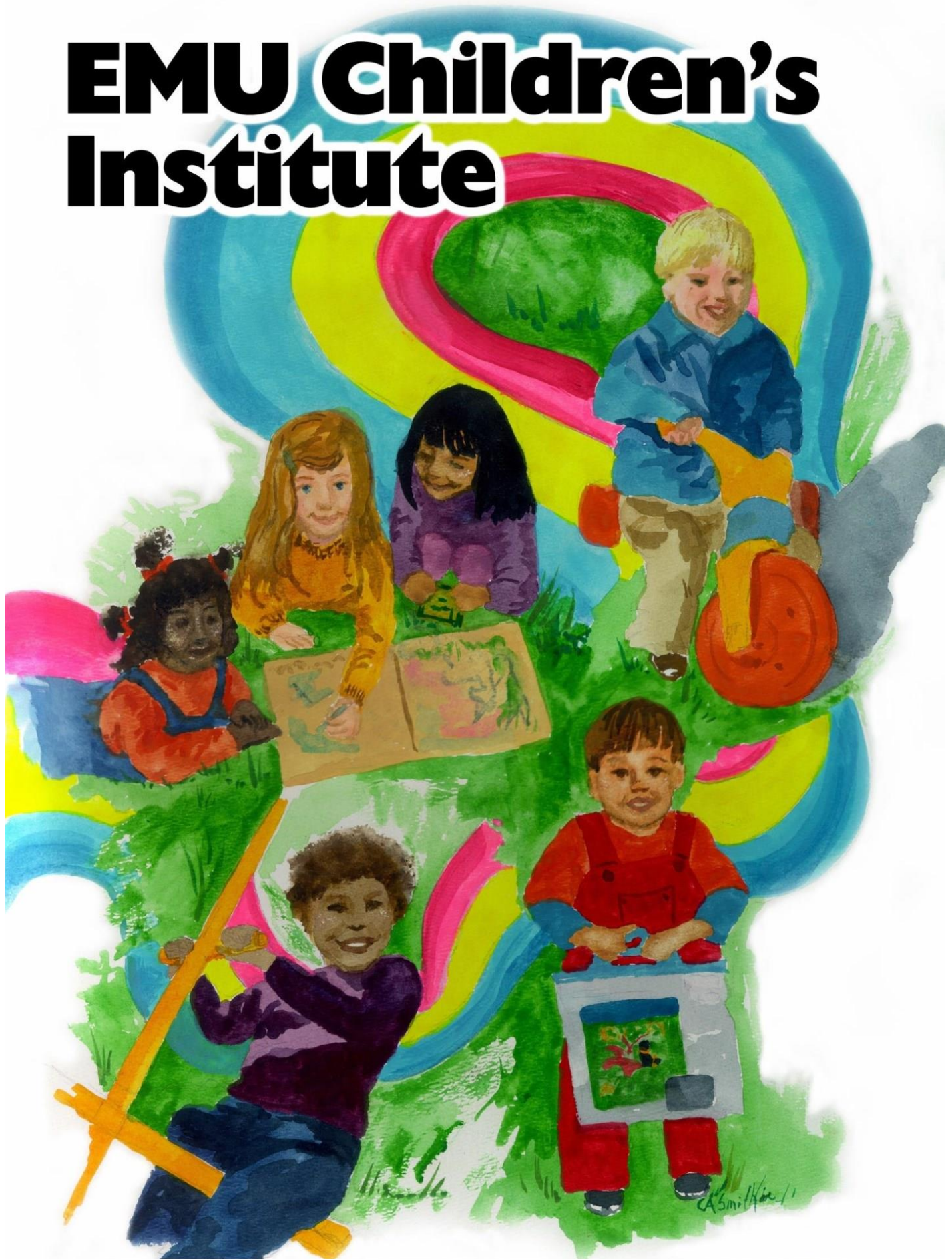


EMU Children's Institute



EASTERN MICHIGAN UNIVERSITY.

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EMU Children's Institute Handbook

Last updated: January 22, 2024

Dear Families:

Welcome to the Eastern Michigan University Children's Institute. You have chosen a high quality early childhood education program for your child.

The EMU Children's Institute serves as the on-campus early childhood education program for the children of EMU students, faculty, staff and the surrounding community. In addition, the Children's Institute serves as a practicum placement site for students pursuing degrees in the field of early childhood education at EMU. Our mission is to provide a high quality early childhood education program for children as well as provide a high quality educational opportunity for EMU students. Our vision is that we will be a national model of innovative excellence in early childhood education.

This handbook contains policies and procedures you will need to know while your child is enrolled at the Institute. Please feel free to contact any member of the staff if you have questions about our program, your child, or issues related to the care and education of young children. The Institute's Business Office number is 734.487.2348. We look forward to the opportunity to be of service to you and your family.

Sincerely,
The Children's Institute Staff

Program Orientation

Philosophy

We believe that the child defines the curriculum and that children learn best through play. We follow the guidelines of the National Association for the Education of Young Children, which suggest that developmentally appropriate

practices are those that provide opportunities and activities for children related to their age, culture, individual interests, and levels of development and ability.

Great Start to Quality Rating

The EMU Children's Institute participates in the State of Michigan's Great Start to Quality rating and improvement system for child care providers and preschool programs. We are proud of our rating as research shows that quality early learning prepares children for success in school, work, and life! To learn more, go to <http://www.greatstartconnect.org/>

Ethical Principles

The Children's Institute staff follows the ethical principles of the National Association for the Education of Young Children. We share the following core values as guides for interactions among staff members, children and parents/guardians.

- We strive to respect each individual and work to create a positive emotional climate for all learners, with sensitivity to differences in age, ability, background, language, culture, religion, and family structure.
 - We use direct eye contact, smiles, and warm tones of voice, positive touch, social conversations, and joint laughter to support the development of effective working relationships.
 - Our partnership in learning is supported by regular, reciprocal communication, affirming recognition of effort and accomplishment, predictable, developmentally appropriate responsiveness to initiative, emotion, and concerns, and proactive conflict resolution.
 - We are committed to reaching out to people of different races, genders, ethnicity, and ability, and we strive to create an environment of inclusion that celebrates our differences and highlights our commonalities.
-

Expected Outcomes for Children

Each child is unique; each has a different manner and pace of learning. Although teaching styles differ among Institute staff, our goals for the children are the same. These goals are to:

1. Encourage cognitive development through questions, reflection, reasoning, discovery and exploration
2. Promote the development of a positive self-concept
3. Foster the development of social skills
4. Foster and manifest a good basis for health and safety
5. Enhance creativity and aesthetic development
6. Expand language development
7. Promote physical development
8. Develop an anti-bias identity and attitude
9. Respect cultural diversity
10. Respect and care for the environment
11. Develop an awareness of the surrounding community

We believe at its core HighScope is an “Active Learning” approach that values hands-on or learn-by doing experiences. Teachers provide materials and equipment and carefully plan activities that children need to learn, grow and thrive. Guided by their knowledge of child development teachers encourage initiative, independence, creativity, and cognitive skills development. The heart of their work is guiding and facilitating children’s choices, decision making and problem solving abilities.

Licensing

We are licensed to provide services to children from 18 months to the time they enter first-grade through the State of Michigan Department of Human Services Office of Children and Adult Licensing. This agency regulates the care we provide and reviews our program through unannounced visits and regularly scheduled renewal visits. We are required to meet state standards for staffing, discipline, health, safety, equipment, materials, nutrition, records, and reports.

Confidentiality

Confidentiality of information is a pillar of our program. Sometimes we encounter situations such as a parent/guardian who expresses a concern about another child’s behavior. Although we understand your concern for the welfare of your child, we cannot discuss detailed information about other children and families with you. Please keep in mind that children develop at very different rates and it’s not realistic to expect all children to “behave” the way you believe they should. Please know that we are working with individual children and families, but we cannot disclose this information to you. Be assured that we won’t discuss your child’s development or progress with others, unless we receive your consent.

Eastern Michigan University is committed to protecting the privacy of Personally Identifiable Information (PII) of its students, faculty, staff and other individuals associated with the University. All entities of the University will take appropriate measures, implement necessary technology and/or establish operating procedures to ensure data privacy is maintained.

Eastern is provided and/or collects PII for its use as an educational institution. This data may include, but is not limited to social security number, credit card data, bank account number, financial and medical information, educational records, credit information, address and tax information. Other demographic and descriptive data may also be provided and/or collected such as zip code, gender, age, and preferences, but is not considered to be personally identifiable information.

Nondiscrimination Compliance Policy

The Children's Institute does not discriminate on the basis of race, color, national origin, sex, age, religion or disability in admission or access to, or treatment or employment in any of its programs, activities, or policies. We are committed to reaching out to people of different races, genders, ethnicity, and ability, and we strive to create an environment of inclusion that celebrates our differences and highlights our commonalities. The Children's Institute accepts children with special needs as long as a safe, supportive environment can be provided for the child consistent with the requirements of the Americans with Disabilities Act.

Special Needs Care

Our program has a commitment of inclusion of all children. It is important that communication is ongoing and responsive to the needs of all families. We want to assure you that confidentiality is respected and upheld of all children and families in our care. In order to meet the individual needs of the child we ask that you communicate any and all special needs your child may have. We will strive to maintain a barrier free physical environment to enhance the educational experience of all children in our program. If a need were to arise we will gladly help to connect you to any comprehensive services.

Cultural Competence Plan

We value you and every child's unique differences. Our program has a commitment to respecting all children and families diverse and cultural needs. Our goal is to provide a supportive early learning program that respects home culture and promotes and encourages the active involvement of the traditional family, extended family, and the non-traditional unit. To ensure all children and families of different cultures and ethnicities are respected and valued our program provides the following:

- Baby dolls in each classroom with various skin colors and facial features.
- Books, pictures, and materials in the classroom that reflects various cultures of the children.
- We provide a variety of different clothing for children to dress up in. **They have the freedom to choose what they wish to play in.** Dramatic play allows children to explore the different roles they come across in their lives comfortably so they can better understand the world around them
- Posters, songs, and language used in the classroom would include simple words from the cultures of the children in the classroom.
- We encourage families to share their individual holiday traditions with their child's classroom
- Family structure such as, dual parent families, single parent families, grandparents, etc., are reflected throughout the curriculum in stories, pictures, and discussions.
- A family information sheet helps us to gain information about the individual families' values and customs

Curriculum

The EMU Children's Institute provides a quality education program from a diverse population of children with widely varying levels of development and ability by following the HighScope Curriculum. Children construct their own knowledge of the world with the support of intentional teachers who shape and encourage their individual learning experiences. Teachers build on children's learning by planning activities based on what they observe in the classroom, providing materials and opportunities that both support and challenge young children. Children make their own discoveries and build their own initiatives by creating plans, following through on their intentions and reflecting on their learning.

This Plan-Do-Review process is a trademark of the HighScope approach and the strategic backbone for children and adults moving successfully through life. This unique dynamic of shared control between the child and adult lays the

groundwork to actively engage young children in learning and helps children build essential school readiness skills.

The 5 ingredients of Active Learning include:

- Materials-Children's home, culture, and language are reflected in a variety of age appropriate, open-ended materials for them to explore.
- Manipulation-Children make discoveries when they are encouraged to handle, examine, combine, and transform materials and ideas.
- Choice-Children chose materials and play partners, change and build on their play ideas, and plan activities according to their interests and needs.
- Child language and thoughts-children communicate verbally and nonverbally-thinking about their actions, expressing their thoughts about what they understand, and modifying their thinking-as they learn and explore.
- Adult scaffolding-children gain knowledge and develop creative problem-solving skills with the help of well-prepared adults who support a child's current level of thinking and challenge them to advance to the next stage, also known as "scaffolding."

The COR Advantage assessment provides a complete picture of child development. COR advantage allows our teachers to view children's development through play and naturally occurring activities. COR Advantage is aligned with state standard. At least twice a year these assessments are run and shared with families at parent teacher conferences.

Families as Partners

The Children's Institute offers adult family members and other caregivers a variety of ways to become involved in the child's school community, to participate in family activities, and to confer with the staff to build a strong bond between home and school. During the year, each teacher meets with parents/guardians to share information about the child's school and home life. Regular communication is encouraged among families, caregivers, and the Children's Institute staff so that multiple perspectives on the child's development and interests can be used to enhance the child's school experience.

Co-parenting is challenging and it is important that we all work together to support your child during their time at the Children's Institute. We have a legal obligation to communicate with both parents/guardians in regards to your child's time at the Children's Institute. Until such time that we are given legal

documentation stating otherwise, we will follow this order. We would greatly appreciate your cooperation.

In addition to the family handbook, and web site, we have scheduled parent/guardian conferences twice a year, classroom newsletters, and frequent spontaneous interaction. A family table is located in the hallway provides interesting articles, flyers about local family events and other parent resources. We also provide reminders and other tips for families via email.

Program Descriptions

Toddler Program

The Purple Room is a toddler classroom for children 18 months to 2 1/2 years of age. The Toddler Program operates year-round.

Young Preschool

The Gold Room is a young preschool classroom for children 2 ½ to 3 years of age. The Young Preschool Program operates year-round.

Preschool Program

The Rainbow Room, Blue Room, Red Room, Green Room are preschool classroom for 3 and 4 year olds.

Flights of Imagination Summer Program

Flights of Imagination is for children entering kindergarten and 1st grade in the fall. It features a theme oriented, play-based program utilizing the Creative curriculum. This program will reflect the Michigan Department of Education (MDE) grade level expectations for children moving into kindergarten and bridging into first grade. Special theme days, as well as a variety of special field trips and visitors round out a summer of fun and learning. Flights of Imagination is coordinated by professional staff from the Institute.

Transitions between Classrooms

In an effort to ease the transition process of moving to a new classroom, we work carefully to develop balanced classes, considering such factors as personalities, gender ratios, and development. We require a reasonable amount of latitude in order to develop balanced classes. Therefore, parents/guardians may not request a specific teacher for their child.

However, we welcome your input into the placement process in regard to specific information about your child. Forms for this purpose can be obtained in the Business Office. Because of the time needed to create class lists, these forms need to be returned six weeks prior to the new semester.

Scheduling Options

Programs for children are available Monday through Friday, either morning/lunch (depending on your child's classroom), or full day. The toddler program is full-day only. There are limited half-day slots in the preschool classrooms. We accept applications for summer I, summer II, and fall/winter semesters beginning approximately one week after online registration for classes begins for the University. As is our practice, we offer first choice of space to currently-enrolled families that do not have a balance due on their account. Open enrollment starts approximately three weeks later.

Children must be enrolled for a minimum of two separate half-days (Young Preschool, and Preschool rooms) or two full days (Toddler room) per week.

Parents/Guardians may request any combination of half and full days as long as the two half-day minimum is met for the young and preschool classrooms, and adequate space exists. In addition, certain grant programs may require minimum enrollments.

<u>Session</u>	<u>Toddlers</u>	<u>Young Preschoolers and Preschoolers</u>
Morning/Lunch	N/A	7:30 – 1:00
Full Day	7:30 – 5:30	7:30 – 5:30

Classroom Ratio

The following teacher/child ratios for each age group help to ensure a quality program. On or before September 1 (subject to change to meet classroom capacity).

Age Levels	Staff	Children
Toddlers		
18 months to 2 ½ years	One	Four

Young Preschooler		
2 ½ years to 3 years	One	Six
Preschoolers		
3 years old	One	Eight
4 years old	One	Ten
Flights of Imagination Summer Program	One	Ten

Classroom Staff

All of the professional staff have either a bachelor's or master's degree in early childhood education or a related field. Student staff assists the professional staff with implementation of the program. All staff receive pre-employment training as well as on-going training to develop and strengthen their skills. All of the professional staff are certified in CPR and First Aid as well as complete training on blood-borne pathogens and the use of epi pens.

The EMU Children's Institute young preschool, and preschool classrooms serve as the practicum placement site for students preparing to be early childhood education teachers. Professional classroom teachers and University faculty members closely supervise practicum students.

Staff Screening Statement

All staff shall be of responsible character and suitable to meet the needs of children. A staff member shall not be present at the Children's Institute if they have been convicted of either of the following: child abuse or child neglect and/or a felony involving harm or threatened harm to an individual. A staff member goes through a rigorous screening and interview process which includes a criminal history check through Michigan State Police and FBI fingerprints and/or DHHS Central Registry Clearance. All results are kept on file at the Children's Institute Business Office.

Observations and Assessments

We work cooperatively with several departments on campus whose students need to observe children. Accordingly, all children enrolled in our program may be observed by EMU students needing to fulfill classroom assignments. Permission is assumed and observations are considered to be part of our program. All students are directly supervised by professional staff.

We work cooperatively with departments on campus whose students need to do assessments of children. Parents/Guardians are informed about assessments as they arise and given the option to have their child participate or not. Participation in assessments is *not* required.

Prior to the observation or assessment taking place, a request form is submitted by the student. As part of the Children's Institute screening procedure for observations and assessments, both a certified statement for no prior criminal convictions and abuse or neglect of children is signed along with a background check on the Criminal Justice System of the Michigan State Police and the Dru Sjodin National Sex Offender Public Website (NSOPW).

A Confidentiality Agreement is also signed. This states that any information on a child or family may not be released to the general public or to other families within the Children's Institute.

The Professional Staff of the Children's Institute does assessments on the children in their classroom. An assessment is the ongoing process we use to find out what every child knows and can do. It helps us discover each child's strengths, skills, interests, and needs so we know how to help every child experience success. Our assessment system also enables us to exchange information with families so, together, we can ensure that your child progressing.

The assessment system we use does not involve testing children. We learn about children by carefully observing what they do and say as they participate in everyday activities in the classroom. We know that each child is an individual, with different interests, skills, strengths, and needs. The more we learn about each child, the better we can plan experiences that are just right: sufficiently challenging and engaging.

When assessing children, we observe and nurture the skills and knowledge we want them to acquire in our program. Assessment, therefore, is closely linked to our curriculum. To teach effectively, we have to know what to teach, when to teach particular skills, and how to teach in ways that help each individual child develop and learn.

The children's Institute uses COR Advantage as an observation-based child assessment. Teachers capture and record child development in the COR Advantage online tool and then use that valuable insight to create individualized lesson plans and detailed reports on child and classroom progress.

The COR Advantage 8 Categories include:

1. Approaches to Learning
2. Social and Emotional Development
3. Physical Development and Health
4. Language, Literacy, and Communication
5. Mathematics
6. Creative Arts
7. Science and Technology
8. Social Studies

The Children's Institute also utilizes the Ages & Stages Questionnaire, a developmental screening tool to assess children's skills in different developmental areas. We request that families fill out the questionnaire on line at the start of the fall semester and at the beginning of the winter semester. If concerns are noted, the questionnaire will be reviewed and a plan of action will be evaluated. This could include giving the parent/guardian handouts, and/or coming up with an action plan.

Daily Schedules and Classroom Routines

The teacher or teaching team determines the daily schedule in each classroom. Lesson plans are posted in each room. Times are flexible dependent on children's interests and special activities.

Each day children are offered a variety of classroom activities, including experiences with art and writing materials, materials for sensory stimulation, children's books, pretend and dramatic play, cooking, building, music, and science and math activities. Time to socialize with other children, to practice many developing skills, as well as time for indoor and outdoor large motor experiences and rest times are included. The format for activities varies from individual and small group to large group experiences.

Parking at the Institute

For your convenience, drop-off/pick-up parking areas for families have been designated in our lot. The area observes a 15-minute "standing time" limit and vehicles using these spaces must display an EMU Children's Institute parking permit. ParkEMU will strictly enforce the 15-minute "standing time" limit. Abuse of the 15-minute "standing time" will result in a parking ticket from ParkEMU. Please

direct all parking tickets received to the ParkEMU (734.217.4892), not the Institute. Families wishing to use these drop-off/pick-up areas should complete the permit section of your child's application at the Business Office.

We expect parents/guardians to place children in an appropriate car seat in the back seat of their car and to buckle them in before they leave. Please **DO NOT** leave children of any age unattended in the car and, do not allow your child to enter or exit the building alone.

Security System

Our keyless entry system has two goals: (1) to keep all children safely inside the Institute and (2) to allow entry only for people who have Children's Institute business. Adult family members may enter and exit the building through the main corridor doors by using a key card. Each family will be given two key cards at the start of the semester. Extra cards can be purchased for \$10.00 each by submitting a Key Card Authorization Form to the Business Office.

In keeping with our first goal, please report all lost or stolen key cards to the Business Office so the card can be deactivated. The key card is the property of Eastern Michigan University Children's Institute and should be turned back to the Business Office at the end of your child's time here.

Enrollment & Billing

Annual Calendar

Exact dates are published each semester as part of the enrollment confirmation packet. We are typically closed between fall and winter semesters (Holiday Break), and for a brief period between the summer term and the fall semester. Families are not charged for these days.

The Children's Institute is closed on the following holidays and may be closed during special program days. These days are included in the semester tuition rate: **Labor Day, The day before Thanksgiving, Thanksgiving and the day after, Spring Recess, Memorial Day, Independence Day and Staff Professional Development Day.**

Program Schedule

1. Each fall /winter semester is scheduled for 32 weeks. On occasion, a semester may run for 33 weeks.
 2. Each summer I and summer II semester is typically scheduled for 8 weeks.
 3. Children must be scheduled for the same days and sessions each week for the entire semester. "Optional days and "Extra Sessions" may be added, **based on space availability**.
 4. Flights of Imagination Summer Program is divided into approximately 10 sessions. You have the option of enrolling your child in as few as one weekly session or all the sessions. Sessions 1, 2 overlap with our summer I semester and has limited space available.
-

Optional Days

Some optional days are offered during the calendar year. Charges for those days are not included in the semester fee. Parents/Guardians may sign up for these optional days (when they are offered). These days must be signed up for prior to the cut-off date. No drop-ins will be accepted. You will be billed at the daily rate for any optional days signed up for.

Tuition will be charged for any additional days scheduled, and must be paid in full by the first of the month following the days in which they are scheduled.

Extra Day Request

Requests for extra days and sessions will be accommodated on a **space-available basis**. An Extra Day Request Form must be submitted as early as possible, as space is limited. Charges will appear on the next billing statement.

Admission Policy

Children are enrolled on a semester basis throughout the year. The admission procedure, as space allows, is as follows:

- The Children's Institute does not do in person tours. Families can either call for information or view our program online. There is link on our web page to the Children's Institute You Tube Page. You can view our Virtual Tour's for Pre-K, and Younger Classes.
- Parents/Guardians submit an application enrollment form with the accompanying fees.
- Parents/Guardians are informed on space availability and enrollment status.
- A confirmation package will be sent to your house prior to your child's first day and will contain the following paperwork.
 - Child's Background Information Profile (annually)
 - Emergency Card/Child Information Record (annually)
 - Class Schedule Card (EMU Students Only (by semester)
 - Immunization Form or,
A completed, certified State of Michigan Nonmedical Immunization Waiver Form, which has the county health department stamp and signature of the authorizing agent completing parent/guardian immunization education or,
A physician signed State of Michigan Medical Contraindication form.
 - Green Health Form (signed by a physician)
 - Sunscreen/Insect Repellent/Toothpaste Authorization (annually)-*Because of COVID-19 Guidelines we are not brushing children's teeth.*
 - Child and Adult Care Food Program (CACFP) Forms (annually)
 - Acknowledgment of Parent/Guardian Handbook/Licensing Notebook Requirement

These forms must be completed and returned before the child's first day. It is the parent/guardian's responsibility to keep these records up-to-date. If they are not, we will notify you in writing, and you will have 30 days to complete necessary records or your child (ren) will be disenrolled.

General Financial Policies

1. A \$20 **non-refundable** application fee is charged one-time each fall/winter semester to all new and returning families. This fee is required with the return of the Enrollment Application Form. Families not enrolling for fall/winter semester are assessed this fee upon initial registration.

No shows: If a child does not attend during the original semester requested, the application fee will be charged again upon re-enrollment.

2. A \$50 **non-refundable** registration and material fee is charged one-time each fall/winter semester to all new and returning families. Families not enrolling for fall/winter semester are assessed this annual fee upon initial registration.

Note: The calendar year begins each fall semester and ends at the close of summer II semester.

3. **Priority in Scheduling:** Currently enrolled families are given priority in scheduling each semester during a designated enrollment period. Non enrolled families will have priority for remaining available spaces based on the following: the date the application is received, student status, sibling of child currently enrolled, or the family has been previously enrolled.
4. Children must be officially re-enrolled each fall/winter, summer I, and summer II semester. Participation in the previous semester does NOT serve as enrollment for the next semester. A signed enrollment application must be submitted each semester directly to our business office for children to be scheduled from one semester to another. Families with overdue/delinquent accounts will not be officially reenrolled and scheduled until the account balance is paid in full.
5. There is a 10% discount for second and subsequent children in the same family. The discount applies to the child with the lowest tuition.
6. \$10.00 charge for extra keyless entry key cards.

Billing Policies

1. Semester fees are divided in eight equal payments for the fall/winter semester and two equal payments for summer I and summer II semesters. **A billing cycle may not coincide with the calendar month.** All payments are due the 1st business day of each month. You are responsible for any additional charges incurred during the billing cycle, which may not appear on your billing statement. You may contact the Business Office for your current balance at any time during business hours.

2. If enrolling after the first week of the semester, tuition fees will be prorated for the weeks remaining. The tuition and fees initial billing must be paid in full within one week of your child's start date.
 3. Billing statements are issued by the 15th of each month. Payments are due by the first business day of the following month.
 4. A late fee is applied to any account for which full payment has not been received by the 1st business day of the month or a payment plan has not been established.
 5. No credit is given for non-attendance days due to illness (including COVID) or vacations.
-

Additional Program Fees

Late Pick up: A \$1 per minute fee is assessed after the close of the session: after 1:00 p.m. for morning/lunch session, and 5:30 p.m. for full day programs. If an emergency arises, a phone call to the Children's Institute is appreciated and will be considered in assessing this fee.

Early Drop-off: A \$1 per minute fee is assessed before the start of the session: before 7:30 a.m. for morning/lunch and full day sessions.

Note: On the **first** occurrence a warning letter/statement will be sent, unless the first occurrence exceeds thirty minutes. Your account will be charged at \$1 per minute on the first occurrence past thirty minutes. Any occurrences thereafter will result in charges to your account. A **fourth** occurrence charged in a given semester could result in immediate dismissal. Re-enrollment for subsequent semesters will be considered on a case-by-case basis.

Copies: \$2 copy per page of any requested records. For your convenience you are given a (yellow) copy of the payment receipt with each payment made. All information needed for tax purposes is on each copy. Our Tax I.D. number is 386005986.

One copy of the previous year's billing statement for tax purposes are provided to all enrolled families in January. Copies are provided for previously enrolled families upon request. Second copy requests are charged the per page fee.

Dropped Session: \$10 dropped fee will be charged per session (morning/lunch, afternoon, or full day) dropped.

Returned Checks: \$30 returned check fee

Late Fee: \$25 late fee on overdue account (billed each month account is overdue)

Periodically, the Institute will arrange for special events or items for purchase, as well as yearly photographs. Parents/Guardians have the option whether or not to participate in any given activity.

Fees are subject to change without notice.

Payment Options

Making Payments: Payments should be made at the Business Office or by mail to be received on the first business day of the month. For your convenience, a Payment Drop Box is available for checks or credit card payments when the Business Office is closed. You can also pay online with VISA, MasterCard, Discover and American Express at https://ebill.emich.edu/C20704_ustores/web/store_main.jsp?STOREID=86&SINGLESTORE=true. Your child's teachers are not able to accept any payments.

Cash: Cash payments should be made in-person only at the Business Office. Do not mail or put cash payments in the payment drop box.

Checks/Money Orders: Payments by check or money order are made payable to EMU Children's Institute or EMU CI. Checks returned to the Institute for non-sufficient funds, in accordance with University policy, will be assessed a NSF fee by the University, (**Please see Additional Program Fees**) and future payment will be required either by money order or cash. The Institute considers any returned check a late payment, and a late fee is assessed.

Visa/MasterCard/Discover: Payment by Visa/MasterCard/Discover should be made at the Business Office. We do accept credit card payment over the phone.

Payroll Deduction: EMU faculty and staff families may choose to pay their tuition by payroll deduction. Families selecting this payment option must complete a payroll deduction authorization for EACH SEMESTER at the time of registration in the Business Office. The total fees for the semester will be deducted in bi-weekly increments of no more than eight pays. Full payment must be deducted by the end of each semester. It is your responsibility to set up your deduction in time to follow the payroll schedule.

Great Start Readiness Program and other awards: Tuition does not apply to GSRP families during the allotted GSRP program. However, families with children eligible for the Great Start Readiness Programs and other awards will be billed and must make payments in accordance with the billing policy for additional time not covered by the grant award.

Financial Aid: For EMU students who are applying for financial aid, Child Care Financial Aid applications are available from the Business Office. Applications must be returned to the Business Office. The Family Financial Statement (FFS) or Financial Aid Form (FAF) bases eligibility for additional childcare financial aid on the individual needs of the student family as determined by the Financial Aid Office.

The law requires the Children's Institute to notify Financial Aid if your child's enrollment or financial information changes. The law also requires the Children's Institute to report any assistance being given for your childcare costs.

All Financial Aid is credited to your EMU student account. It is the parent's/guardian's responsibility to pay the Children's Institute for childcare costs according to your monthly Statement of Account.

- After the Business Office has received a completed Child Care Financial Aid Application, families are required to pay 50% of their child's tuition and all fees by the 1st business day of each month.
- Once Financial Aid payment has been posted on your EMU student account, full payment of childcare costs is expected immediately.
- While waiting for Child Care Financial Aid your account will not be billed the \$25 late fee. Overdue and delinquent policies will be waived until payment has been posted to your EMU student account. Once payment has been posted on your EMU student account, all Institute policies will become effective.
- All accrued late fees retroactive to the beginning of the semester will be assessed to your account if the child's tuition payment is not received, once you receive Financial Aid.

Drop/Add and Withdrawal Policy

Adding sessions: Sessions may be added at any time on a space available basis by submitting a Schedule Change Form.

Dropping sessions: A \$10.00 per session fee (morning, lunch, afternoon, or full day) will be assessed for each dropped session, effective the first day of the semester. Requests to drop sessions must be submitted on a Schedule Change Form. Schedule Change Forms will not be confirmed until a signed form is received in the Business Office. If all sessions are dropped it will be considered a withdrawal.

Withdrawal: In order to withdraw prior to the end of a semester, **a Withdrawal Form must be completed and received by the Business Office no later than two weeks before the child's last day.** Families will be responsible for any balance on their account through the approved withdrawal date, whether or not your child attends prior to the withdrawal date. A final bill will be prepared that includes all tuition up to the withdrawal date.

Any exception to the withdrawal policy must be submitted in writing and will be considered on a case by-case basis.

Payroll Deduction: Any payments already deducted, (including those from a paycheck), which result in overpayment, will be returned by check. If the employee leaves the University prior to completing payment, the unpaid balance will be deducted from the final payment. The withdrawal date will be in effect two weeks from the date it is received in the Business Office. You will be billed in accordance with the Institute withdrawal policy.

Refund Policy: Requests for refund due to overpayment must be submitted in writing to the Business Office. A EMU Authorization for MasterCard or Direct Deposit Form will then be sent to you. Refunds are then requested (from the Children's Institute) to the EMU Accounting Department. EMU Accounts Payable processes the request and issues the funds. This refund will be made electronically by a Depository Financial Institution. Refund requests will not be processed until the original check has cleared the bank. Please allow 4 to 6 weeks for processing.

Note: No refunds will be issued on Scholarship overage.

Overpayments for Credit Cards: All credit card overpayments will follow the refund policy for the Children's Institute.

Overdue and Delinquent Accounts

1. Fall/Winter: An account is **overdue** when the account balance has not been paid in full by the first business day of the month. A \$25 late fee is charged.

An account will be considered **delinquent** when payment has not been received by the first business day of the following month in which an account is already overdue. Disenrollment of the child will occur on the 15th of the month in which it is delinquent unless all overdue and delinquent account balances are paid in full.

2. Summer I/Summer II: An account is **overdue** when it has not been paid in full by the first business day of the month. A \$25 late fee is charged.

An account is both **overdue** and **delinquent** if the account has not been paid in full by the 15th business day of the first billing cycle for summer I or summer II. Disenrollment will occur on the first business day following the 1st day of the second billing cycle.

3. Families are responsible for their full account balances, even upon disenrollment. **Delinquent** accounts will be sent to collections for any balances remaining after 6 weeks following the disenrollment date. **There will be an additional fee of 25% of the balance added on to any account sent to collections to cover the cost of collection fees.** Once a family is sent to collection, they may only return when full payment of the previous balance is made to the collection agency. Once the full account balance is paid, your child may be enrolled in requested sessions as space permits.
4. Upon return to the Children's Institute, full payment for the coming semester must be made by cash, money order, or cashier's check before the start of the semester.
5. Families with overdue/delinquent accounts will not be enrolled for the coming semester. Only after the full account balance is paid, will the child be confirmed for requested sessions, as space permits.

Note: Space will not be held for the coming semester for **any** family with an overdue/delinquent account.

Health & Safety

Health Requirements for Children

Michigan law requires that early childhood education and child care centers have a health appraisal statement on file **no later than thirty days after a child is enrolled**. We request that the Health Appraisal form be completed and **signed by the physician** prior to your child's first day and **certainly before the thirty-day deadline**. We are required to exclude children from the program who do not have completed health forms on file by the required deadline. Health Appraisals are required yearly for young toddlers (12 to 29 months of age), and every 2 years for older toddlers, and preschoolers.

An up-to-date record of immunizations is also required. The Immunization Record must be on file before a child will be allowed to attend. Immunizations must be kept current, or an Immunization Waiver Form, which has the country health department stamp and signature of the authorizing agent completing parent/guardian immunization education must be on file at the Business Office.

We will use and disclose specific medical information about children with allergies. Our posting practices include a picture of the child, the name of the child and a written description of known allergies. These allergies will be posted for all staff of the Children's Institute to review daily in the classroom accessible to staff and visitors.

Hand Washing Policy

Because hand washing is the #1 preventive measure to avoid the spread of disease, we teach and monitor hand-washing procedures that involve the use of liquid soap and running water, with vigorous and thorough rubbing for at least 10 seconds, followed by paper towel drying. The children wash their hands upon entry, before snacks and meals, before and after food preparation, after toileting and diapering, after contact with bodily fluids, after play in the tray table, and after re-entry from the playground, as well as after any messy activities. Adults also wash their hands after assisting with toileting, handling garbage or cleaning, and after administering medication.

Health Plan

Good health involves a combination of sound medical, dental and nutritional practices for children, families, and staff. We support your child's physical well-being at the Children's Institute by following the guidelines listed below, as well as by reporting any changes in your child's health that we observe.

- The Children's Institute maintains updated immunization records for each child as required by the State of Michigan. Children are required to be up to date on immunizations against diphtheria, pertussis, tetanus (DPT), polio (OPV), measles, mumps and rubella (MMR), Haemophilus Influenza Type B (HIB), prior to entering the Children's Institute. Children without immunizations will be accepted with a child medical statement signed by a physician.
 - The Children's Institute requires a physical exam by a licensed physician. This updated health record will be maintained for each child as required by the State of Michigan. This is a mandated form and the form must be on record within 30 days of enrollment and annually thereafter. All medical information must be on the form along with a physician's signature. The physician cannot be the parent of the child.
 - Written notice will be sent to you when an updated Health Appraisal is due.
 - You can also get more information from the Michigan Department of Health and Human Services, and the Michigan Department of Community Health (www.michigan.gov/immunize) along with the website www.cdd.gov/Milestones.
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Illness and Communicable Disease Policies

With the help of the university cleaning staff, we follow NAEYC's frequency table for cleaning and sanitation throughout the school, including toys and water play areas. All staff members follow standard precautions to minimize the spread of infectious disease and store hazardous materials in locked cabinets.

We are in a close environment in which contagious illness can be easily transmitted. We do our best to stop the spread of germs by frequent hand washing and sanitizing equipment. Toys, tables, etc. are sanitized daily using bleach water and/or a disinfectant sanitizer. You can help by keeping your child home when he/she is ill. Children who have been ill during the night or in the morning and have active symptoms as listed below should not attend. A child will be sent home when exhibiting the following symptoms.

- Fever (auxiliary temperature of 100 degrees or more) accompanied by behavior changes or other symptoms.
- Symptoms and signs of possible severe illness (lethargy; uncontrolled coughing, persistent crying; difficulty breathing; wheezing)
- Diarrhea-defined by waterier stools, not associated with changes of diet or medicine, that is not contained by the child's ability to use the toilet
- Undiagnosed skin rash
- Vomiting
- Persistent abdominal pain
- Mouth sores with drooling
- Rash with fever or behavior change
- Head lice (from the end of the day until after the first treatment)
- Strep throat or other streptococcal infection, until 24 hours after initial antibiotic treatment and cessation of fever
- Chicken Pox, until all sores have dried and crusted
- Impetigo, until 24 hours after treatment
- Any communicable illness

It is not our intent to allow children who are sick to stay in the program but it is also not our intent to exclude children who are only mildly ill. We are relying on parents/guardians to make good decisions regarding their child's health. Please provide the staff with accurate information about your child's health so they can make the best decision for the welfare of your child as well as the other children in the program.

We understand it can often be difficult to determine the seriousness of the situation when a child is not feeling well. Every situation is different, but we will use the following criteria to determine if a child needs to be excluded:

1. The illness prevents the child from participating comfortably in our daily routine and activities.
2. The illness results in a greater need for care than the staff can provide without compromising the health and safety of the other children.
3. A fever is accompanied by any of the symptoms or conditions previously listed.

Please keep in mind that children should not be given fever-reducers, such as Tylenol, just prior to attending the program in an effort to disguise a fever. The medicine will wear off and if a child is sick he/she will relapse quickly and be sent home.

If a child becomes ill while in the program, the parents/guardians will be notified immediately. We will contact a parent/guardian by phone or try to find someone within your department of study at EMU to retrieve you from class. It is

imperative for all parents/guardians to provide us with accurate contact and scheduling information so we can access you during the day. If a parent/guardian cannot be reached, we will try to contact the emergency person listed on your Child Information Record/Emergency Card. If we determine your child is too ill to stay, parents/guardians are expected to pick up the child IMMEDIATELY.

In the case of your child being sent home ill, a sick child policy form will be completed. Please initial the form when you pick up your child, keep the yellow copy and return the initialed original copy to classroom staff.

Notify us if your child has a communicable illness such as chicken pox, pink eye, strep throat, ringworm, etc. so we can post the Health Department Guidelines concerning symptoms and re-admittance, and so other families can be made aware of exposure.

Children with COVID will be excluded from school for 5 days after symptom onset and until symptoms have improved and the individual is fever free for at least 24 hours. Upon return a child must wear a face mask for days 6-10. The mask must fit your child's face closely and have no gaps around the edges. A child less than 2 years of age or anyone who cannot wear a face mask will be required to isolate for 10 days. Please review the CDC isolation and exposure calculator for more information:

<https://www.cdc.gov/coronavirus/2019-ncov/your-health/isolation.html>.

While present at the EMU Children's Institute each day your child will be in contact with children, families and other employees who are also at risk of community exposure. No list of restrictions, guidelines or practices will remove 100% of the risk of exposure to COVID-19 as the virus can be transmitted by persons who are asymptomatic and before some people show signs of infection. You play a crucial role in keeping everyone in the facility safe and reducing the risk of exposure by following the practices discussed above.

A child may be subject to exclusion from the school or program, if the local and or state public health authority advises an exclusion as a disease control measure.

Teeth Cleaning Policy

We believe that regular teeth cleaning routine is essential for good dental health.

- Parent/Guardian must complete and sign the Toothpaste Information Form.
- Each child will be provided with their own toothbrush which is clearly labeled with his/her name.

- The toothpaste will be dispensed onto a clean paper product for each child. It shall not be placed directly on the toothbrush.
 - The Young Preschool will be using a training toothpaste which is fluoride-free, safe to swallow.
 - Preschool and Pre-Kindergarten classrooms will be using a pea sized amount of toothpaste with fluoride as approved by the American dental Association.
 - A toothbrush will be discarded and replaced every four months or if:
 1. The bristles look frayed or worn.
 2. A child has been ill with a cold, flu, or bacterial infection, and/or
 3. The toothbrush comes in contact with the toilet or toileting area.
 - Toothbrushes will be stored in a labeled container so that the bristles can air dry and are not in contact with any surface.
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Attendance Policy

Regular attendance is strongly encouraged so your child can benefit fully from the program. It is important for children to arrive promptly by 9 am so that they can participate fully in that day's activities. The start of the day often affects the child's whole experience. Of course there will be times your child will be absent and we ask you to notify us so that we can better plan for the daily program. If your child is absent due to a communicable illness, we need to know so we can inform other families (i.e.-chicken pox, strep throat, etc.) of exposure. Children's absences should be reported to the Business Office.

Note: Parents/Guardians pay for all contracted care. The same rate will be paid each month, regardless of absence for illness or any other reason. A child will be disenrolled after a maximum of 5 unexcused absences and/or nonpayment. The child's space will be forfeited. Written notice will be sent, and you may request to have your situation reviewed. The application fee will be charged again upon re-enrollment for all no-shows.

Medication Policy

Parents/Guardians need to administer all medicine to their children at home, whenever possible. Many medications need to be administered twice a day, which means it can be taken at home rather than at the Institute. Always check with your doctor to see if this is possible for your child's medical condition.

If medicine must be administered at the Children's Institute, the following policy applies:

- Parent/Guardian must complete and sign an Authorization to Administer Medication Form.
- Medication must be given to a staff member and stored in locked cabinets located in each classroom or in a locked container in the Institute's kitchen or lounge.
- Prescription medications must be in the original containers with child's name and dosage printed on the label from the pharmacy.
- Over-the-counter medication which includes diaper creams, treatments for allergies, and cough syrup shall be given or applied only with prior written permission from a parent/guardian. All medication shall be in its original container, stored according to instructions, and clearly labeled with the child's name.
- Readily available medication: If a physician's orders require a medication to be readily available for use with a child (for example, an epi pen) it will be placed in a closed bag that will be carried by the staff when leaving the classroom.
- Staff will not administer the first dose of any medication. At least 24 hours of the medication must be administered at home prior to administering it at the center in case adverse reactions occur.
- Medication must not be expired.

Special note: When filling a prescription for your child, ask the pharmacist to divide the medicine into two containers-one for use at home, and the other to be kept at the Children's Institute. No more trips back to the Institute for forgotten medicine!

Families whose children require special medical procedures (such as use of an inhaler) must provide written guidance for the teaching staff from the prescribing health care provider. Staff will be trained accordingly.

Guidance Techniques

Guidance for Toddlers

Our staff encourages cooperation, independence, and respect of self and others at this age, but realizes the child's developmental limitations in expressing these ideals! Discipline at this age generally involves redirection and separation when necessary, as we encourage their curiosity and exploration of this new world and playmates.

Guidance for Young Preschoolers, Preschoolers and Older

Our staff encourages cooperation, independence, and respect for self and others. When children are verbally, emotionally, or physically abusive, we take the following steps until the problem is resolved:

- *Staff listens to children having difficulties to determine if they can work it out on their own and then encourage them to do so.*
- *Staff intervenes and helps mediate a problem with suggestions (taking turns, use words to tell how you feel, redirection to another activity, etc.).*
- *If a child is unable to control him/herself and may injure him/herself or others, he/she will be separated from the group until he/she can regain control.*
- *Intervention strategies will be set up with the Early Intervention Specialist which can include Sensory Breaks, and Sensory Strategies.*
- *If the child is unable to regain control after the previous steps, parents/guardians will be called to pick up the child.*
- *If a child's behavior is potentially harmful to him/herself, his/her peers and/or staff, we reserve the right to dismiss the child from the program*

Role of Early Intervention Specialist

The role of the Early Intervention Specialist at the Children's Institute is to serve as a team member and fulfill the role of child development service coordinator and family involvement specialist. Duties may include completing developmental screenings across domains and/or child and family assessments, service coordination between classroom staff and outside agencies, family support activities and education, and development of child and family focused interventions.

Intervention Strategies used at the EMU Children's Institute

Sensory Break: A sensory break is a designated portion of time that allows a child to de-escalate from the sensory stimulation of the classroom setting. Sensory breaks are also beneficial for students who require additional movement or deep pressure input opportunities to help with focus, attention and learning through play activities. Breaks can be accomplished in the classroom, in an area

just outside of the classroom or a separate room. Sensory breaks may consist of a brief walk with a teacher to run an errand while completing a sensory experience such as a heavy work strategy or they can be an individualized breaking a separate space, this type of break is effective when used for a period of 10-15 minutes. Some children benefit from scheduled daily breaks during specific times of the day; others benefit from a sensory break experience as needed or when they are feeling particularly revved up or excited and are having a difficult time settling their bodies for appropriate interactions (small group, large group, rest time, etc.) and play (choice time) and transitions from a more active play like outside or gym to a more settled time like a small group or lunch.

The three main components utilized at the Children's Institute are labeled as MOVEMENT, CALM & RESET.

MOVEMENT consists of completing 1 or 2 activities for three minutes each to allow a child to receive some of the input they may be seeking or avoiding in the classroom.

CALM consists of completing 1 or 2 activities for three minutes each to allow a child to calm their system and begin to refocus their energy into meaningful play.

RESET consists of various breathing exercises and sips of water to reset the brain and demonstrate they are ready to return to the classroom in a calmer and more collected state of mind.

Sensory Strategies: Can include heavy work. Heavy Work activities are completed at various times and can consist of a walk with a teacher to a classroom. Or jobs like pushing a laundry basket, pulling a wagon with materials for classroom use, pushing the snack/lunch cart or carrying a weighted object. Weighted objects are never more than 10% of a child's body weight. Object available at the Children's Institute are weighted stuffed animals, a milk jug with rice or sand, a backpack with items needed for an activity elsewhere, a glue or paint bottle the needs to be carried from the craft cupboard back to the classroom, etc.

It can also include Whole Class Movement, Sensory Path, Crash Pads, Scooter Boards, Swings, and Jumping, Hopping and Skipping.

Behavior Management Assistance Policy

- The child will be observed by the teacher or teaching team and an anecdotal record will be kept. This record will include the dates of observations, specific behaviors observed; follow up strategies, and other pertinent information. Informal parent/guardian contacts will be

ongoing so the parent/guardian is aware of areas of concern. Staff will document areas of concern communicated to parents/guardians. The staff may request an informal observation by the director or designee.

- If the behavior or concern persists, a parent/teacher conference will be held and a plan of action developed jointly to address the issue. The plan will be in writing and will include a timeline, with a copy going to both teacher and parent/guardian. A follow-up meeting will be scheduled at this time to discuss progress, and if necessary, to adjust the plan.
- If either the parent/guardian or the teacher desires additional input, the teacher will request, in writing, a formal observation of the child by the director or designee. This observation, whenever possible, will be completed within a week of the teacher's request. A follow-up meeting between the teacher and observer will follow within a week of the observation. Parents/Guardians will be notified of this observation and will meet with the teacher/teaching team to discuss any changes to the "plan" that may be suggested as a result of the meeting between teacher and observer.
- If the behavior or concern continues, the teacher will request a meeting to include the current teacher/teaching team, last year's teacher (if applicable), the director, and any other appropriate resource persons. Parent(s)/Guardian(s) will be asked to participate in this meeting, which will be scheduled by the Director or designee. The meeting will take place, if possible, within 10 days of the request. The participants will discuss the child's strengths and problem areas, the strategies already in place, and will make further recommendations. These may include such options as placement in a different classroom or reduction of child care hours.
- Referrals to a mental health, medical or special education professional will also be considered. If an additional evaluation by psychologists, physical therapists or other special education professionals is recommended, the parent/guardian can make arrangements with their own specialists, or may contact Washtenaw Intermediate School District at 734.994.8100 to request an evaluation (or may request the director or designee to do so). The local school district is legally obligated to evaluate a child if a parent/guardian makes a request and signs the referral form.
- We may need to temporarily or permanently withdraw a child if the child poses a behavior or management problem which threatens the safety or welfare of the child, other children, staff, or campus community. The decision to withdraw a child rests with the Institute Director, in

consultation with teachers and other pertinent individuals. We may refer the parent/guardian to outside agencies which are more appropriate for the child. If the director or teachers determine that a child is not a good fit for the center's environment, a meeting will be held with the parents/guardians. Within one week of this meeting, the child will be withdrawn.

Special Needs & Services

We pride ourselves on serving a diverse group of children with differing abilities within the Institute, thus creating a rich learning environment. We will, however, look at the individual situation of every special needs child whose family might desire our services. We will consult with appropriate resource personnel to determine our ability to provide the services required for each child. The resource team may consist of the Institute director, classroom teachers, and registered, licensed, and/or certified resource personnel such as physicians, psychologist, social workers, speech therapists, physical and occupational therapist, educators, and other technical and professional personnel, as indicated by the child's special needs.

We will not exclude a child based on a disability. However, we reserve the right to consult with other professionals to determine the extent of the child's needs. Reasonable adaptations and changes will be made to accommodate a child with disabilities or special needs while ensuring no undue burden (expense or significant difficulty) is placed on the program.

All arrangements for children who require specialized staff or consultants to help them fully participate in the program must be discussed with staff and approved by the director. In most cases, such arrangements are not the financial responsibility of the Children's Institute. Any support staff that enter the program will be expected to work cooperatively with the Children's Institute staff and follow all policies and procedures.

It is expected that the parents/guardians of a special needs child will provide our staff with appropriate information to assist us in providing the best possible care for their child (i.e., IEP, IFSP). When a child has a diagnosed need, the staff needs to be fully informed so we can provide the best possible care for him/her and continue to work on his/her goals.

It may be appropriate for a child to spend time in a classroom prior to enrollment to determine if their needs can be met by our staff. It will then be up to the Institute staff to determine the appropriateness of a child's placement in our program.

Biting Policy

Young children experience the world through all their senses. Biting is a common occurrence with young children as they learn to respond to dislikes, upsets and sharing space and toys. While this behavior is typical of young children development, it does present a concern for programs because of the possibility of hurt and/or infection. In the event that a biting incident occurs, the following steps are followed:

- The recipient of the bite is cared for and comforted. First aid is administered as appropriate.
- Parents/Guardians of the bite child are called immediately if a bite breaks the skin.
- The biter is disciplined using positive techniques.
- The families will receive written notification of this incident prior to the end day of the incident.
- The teacher(s) works closely with the family of the biter to help the child learn other methods of expression.
- If we are unable to modify the child's behavior to eliminate the biting, and the problem persists steps are taken to disenroll the child from the program.

Accident Report Policy

The safety of all children is our primary concern. We check all of our equipment and facilities regularly. However, minor injuries are inevitable. We are able to treat such injuries with anti-bacterial soap and water, Band-Aids and ice packs.

Emergency procedures are in place for injury and illness. When professional medical help is required, parents/guardians will be called and asked to take the sick or injured child home, to a doctor or hospital. If parents/guardians cannot be reached, other responsible adults listed on the child's Information Record/Emergency Card will be contacted. If a life threatening situation occurs, the emergency medical service will be called first. A staff member will accompany your child to the nearest appropriate medical facility.

It is essential for parents/guardians to let us know the following information:

1. Where you can be reached while your child is in attendance.
2. Physician's name and phone number.
3. Emergency contacts and phone numbers.

In the case of an injury, an Accident Report Form will be completed. Please initial the report when you pick-up your child, keep the yellow copy and return the initialed original copy to classroom personnel.

Incident Report Policy

Young children need many opportunities to learn appropriate behavior in a group situation. We encourage children to treat people and materials with care and respect. Approaches to discipline are positive and include:

- Developing reasonable rules
 - Helping children follow through with rules and directions
 - Praising positive behavior
 - Structuring the environment to encourage positive interactions
 - Helping children develop problem-solving skills
 - Suggesting alternatives to unacceptable behavior
-

Nutrition - Meals/Snacks

The Children's Institute provides a morning breakfast, lunch and an afternoon snack. Our center participates in the Child and Adult Care Food Program (CACFP). The main purpose of the CACFP is to help children receive nutritious food and well balanced meals. The Children's Institute provides family style meals for children. Staff members sit with the children and engage them in conversation. Children are taught appropriate mealtime behavior and are assisted in serving themselves. Breakfast, lunch and snack must meet meal pattern requirements of this program. You are not charged a separate fee for the breakfast, lunch or snack served to your child while enrolled in our care.

We are required by the Child and Adult Care Food Program to meet the USDA meal pattern requirements. We also follow the USDA guidelines for food safety and sanitation practices. This means that parents/guardians are not allowed to restrict their child's diet based on a child's dislikes or presumed allergies. We do, however, allow food substitutes based on medical/special dietary restrictions.

Any child requiring a special diet due to medical/special dietary restrictions must have on file a completed Medical Exception Statement for Food Substitution Form regarding food allergies and intolerances. Specific foods to be avoided must be listed on this form and it must be signed by a recognized medical authority. Your child will be served all of our food components unless we have a signed note otherwise. In this case the parent/guardian may provide an appropriate substitute for that food.

Fluid milk is a required meal component for breakfast and lunch. It is an optional component for a snack. The Children's Institute follows the dietary guidelines that children 18 months to 2 years of age will consume whole milk. Children over two years of age will consume fat-free (skim) or low-fat (1%) fluid milk. In the case of a participant who cannot consume fluid milk due to a medical or other special dietary needs other than disability, non-dairy beverages may be served in substitution of fluid milk. CACFP requires the non-dairy milk substitute to be nutritionally equivalent to milk and meet nutritional standards. A Fluid Milk Substitute Request Form must be filled out and submitted to the Business Office.

Per licensing rule 400.8330 (20) (21) Toddlers shall not have beverage containers or food in the sleeping area or while they are walking around or playing. When developmentally ready the toddlers will be offered cups to drink out of. The Children's Institute does not allow bottles.

Per licensing rule 400.8330 (11) the Children's Institute will not serve children younger than four years' foods that may easily cause choking including, but not limited to popcorn, seeds, raw peas and uncut round foods such as whole grapes and hotdogs.

Staff will cut foods into pieces no larger than ½-inch square for the toddlers, according to each child's chewing and swallowing capability.

We are a PEANUT AND TREE NUT FREE facility. Please do not bring or send any food containing peanuts, tree nuts or coconut to the school. Tree nuts include but are not limited to almonds, macadamias, walnuts, pecans, cashews, beechnuts, chestnuts, brazil nuts, pistachios, pine nuts, hazelnuts, filberts and hickory nuts. Because of the severity of peanut and tree nut allergies, any contact with the oils or contact with items made of the same surface that has been in contact with them can cause a severe reaction. The goal of the Children's Institute is to be "allergy aware" to help prevent a life-threatening situation or reduce the risk of one while an allergic child is in our care.

The Food and Drug Administration recognizes coconut as a tree nut. On their recommendation please do not bring in items made from coconut including coconut oil. Please help us to insure the safety of all of our children.

A request for Meal Substitutions for Vegetarian and Lifestyle Choices can be picked up in the Business Office. Contact us with any questions or concerns.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

USDA is an equal opportunity provider, employer, and lender.

Nap Time/Rest Time

State licensing requires that all children enrolled for 5 or more continuous hours be given an opportunity to rest or nap. Children in the Toddler Program and Young Preschool Program typically nap for 2.5 hours (1:00-3:30 pm). Children in the Preschool Program typically nap 2 hours (1:00-3:00 pm). Children in the Pre-Kindergarten Program typically nap 1 hour. Quiet activities will be provided for children on their cots who do not fall asleep.

A small pillow or soft toy may help make nap time more comfortable. Label all nap items with your child's first name and last initial.

Additional Policies & Procedures

Abuse and Neglect and Body Safety

Child abuse and neglect are against the law. It is the policy of the Institute that staff reports any actual or suspected cases of child abuse or neglect. Student staff reports any actual or suspected cases of child abuse or neglect to a professional staff member. Professional staff reports any actual or suspected cases of child abuse or neglect to the Director of the Children's Institute, as well as to the Michigan Child Protective Services.

All persons who are mandated to report suspected abuse and neglect are presumed to be acting in good faith. Thus, they are immune from legal liability as a result of a report. By law, information cannot be withheld on grounds of preserving patient or client confidentiality. The Child Protection Law is intended to make reporting simple and places responsibility for determining appropriate action with the Children's Protective Services (CPS), a division of the Department of Health Human Services (DHHS).

It is our intent to work with families even after we have made a child abuse report. We are primarily concerned with the welfare of the child but we also realize that the parents/guardians may not be the perpetrators of the abuse. We prefer to continue to work with the families and do whatever we can to help with the situation and to ensure a child's safety.

At the Children's Institute we use Body Safety which aims to empower children with skills and knowledge that will lessen the likelihood of them becoming victims of childhood sexual abuse.

Body Safety Education teaches children:

- The correct names for their private body parts
- The difference between safe and unsafe touch
- Not to keep secrets that make them feel bad/uncomfortable
- What to do if they are touch inappropriately

Babysitting Policy

Our student staff might wish to make themselves available to you as babysitters. If you choose to hire an EMU student staff for paid services, please be aware that we can offer no referral or recommendation of services. You are solely responsible for screening any and all potential home care providers. Neither the Institute nor the University shall have any responsibility of any kind whatsoever for the performance or actions of an individual you choose to hire outside of the Institute. Our professional staff are not able to work as babysitters or to provide any other paid services outside of the Institute.

Clothing Policy

Send your child to school in clothing that can be managed easily by young, inexperienced fingers. It is also important that your child wear clothing that launders easily. It is helpful if children wear shoes with soft soles. Gym shoes provide good traction for active play on climbing equipment.

The staff provides a variety of experiences for the children throughout the year. Some of these experiences are outdoors; some are messy; some require easy body movement. To help your child enjoy these experiences dress him/her appropriately. Loose fitting clothing appropriate to the season and shoes that fit properly is necessary. All sandals must have back straps. Playgrounds are treacherous for children wearing shoes that do not provide traction and grip. Outside shoes need to provide both traction and grip.

To provide for the occasional accident, send an extra change of all clothing, with the child's first name and last initial, including socks that can be kept in the child's clothing bin. Please be sure to change the clothes in the bin as the weather changes.

Consent for Photographs/Videos/Web

The children are photographed for articles in local papers, for practicum projects or for brochures and other publicity. To protect any families who might not wish their children to be photographed or videotaped, or to appear on web sites we ask you to sign a photo/video/web release form granting or denying permission when you enroll your child.

Please note that we feel that pictures encourage self-awareness, friendship, and recognition. Your child's picture will be used for in-center activities. These activities could include Parent/Teacher Conferences, displays in classrooms, and classroom crafts. Please let the Business Office know if you do not want your child's picture taken even for these purposes.

Diapering Policy

Disposable diapers and wipes are provided. Anyone requiring the use of a specific brand of diapers or wipes will need to supply their own.

Diapering time is scheduled into the day; please refer to the Daily Schedule posted in your child's classroom for these times. We will make every effort to support your child's attempts at toilet learning when your child is ready.

If an accident occurs while your child is learning to use the toilet, we will put soiled underwear in a plastic bag for you to wash at home. According to state licensing, we are not allowed to rinse the contents from the underwear.

Discipline Policy

If any person witnesses a staff member, family member, or other adult engaged in inappropriate behavior, an incident written report shall be completed immediately and submitted to the Director. Depending on the investigation, appropriate disciplinary actions will be taken.

- Corporal or any type of physical punishment is not permitted. This includes hitting, spanking, beating, shaking, pinching, or other measures that produce physical pain.
- Withdrawal or the threat of withdrawal of food, rest, or bathroom opportunities is not permitted.
- Abusive, profane or derogatory language, including yelling and belittling, is not permitted.
- Any form of public or private humiliation, including threats or physical punishment, is not permitted.
- Any form of emotional abuse, including rejecting, terrorizing, isolating, or corrupting a child is not permitted.

If a parent/guardian has concerns regarding another child's behavior, we ask that you discuss your concern with the appropriate staff. Under no

circumstances will parents/guardians be allowed to approach a child or his/her parent/guardian in an effort to deal with a situation themselves.

Drop-off/Pick-up Policies

Children who attend the morning or full day program should arrive by 9 a.m. to participate in the morning activities, including breakfast. Breakfast is not served after 9:15 a.m. Staff arrival is arranged to match the schedules of the children allowing us to maintain both legal and preferred adult-child ratios. Children who arrive late often find it difficult to become involved in the on-going activities. You will be billed for early drop-off or late pick-ups.

Upon arrival and departure, the parent/guardian must sign their child in and out on the class attendance sheets, as a safety measure for the child. In case of emergency, the attendance sheet is our only official record.

A child may only be released to a parent/guardian or other authorized individual listed on the Emergency Card/Child Information Record, or to a person with written permission (authorized persons must be a minimum of 18 years old). **Under the laws of the State of Michigan both parents may have the right to pick up their child, unless a court document restricts that right.** Anyone who is picking up a child and is unfamiliar to a staff member **MUST** show identification before the child can be released. Anyone who does not provide identification will be turned away (this includes parents/guardians who are unfamiliar to us.)

If a person (parent/guardian or other designated pick-up person) appears to be impaired or inebriated when picking up a child, we do not allow the person to leave with the child. It is our responsibility to the child, and family, that we restrict them from leaving our program with the child under any circumstance. The Department of Public Safety (DPS) will be called to assist.

Emergency Cards/Child Information Record

Each child must have an up-to-date Emergency Card/Child Information Record on file at all times. All parents/guardians are required to fill out a new card each fall semester and update it each winter, summer I and summer II semesters. All requested information must be provided. If the information is not known or does not apply, "unknown" or "none" is the required response. A blank field, a line through a field or "N/A" are not acceptable responses.

According to the Michigan Department of Child Day Care Licensing: until custody has been established by a court action, one parent may not limit the other from picking the child up from our child care program. The child information card that the enrolling parent/guardian signs states "persons other than parent..." It is not within the Children's Institute legal right to withhold a child from a parent; unless there has been court action which limits one parent's right to the child." In cases where the child is the subject of a court order (i.e., Custody Order, Restraining Order, or Protection from Abuse Order) the Children's Institute must be provided with a certified copy of the most recent order and all amendments thereto. The orders of the court will be strictly followed.

In addition, EMU student families need to fill out a class schedule form each semester. Both forms are provided with enrollment confirmations. And must be on file by the first day your child is scheduled to attend the program each semester. Otherwise, they cannot begin.

Emergency Procedures

The Children's Institute Emergency Action Plan specifies four safety levels including normal operations, Hold & Secure, Shelter-In-Place (aka Lockdown), and Evacuation.

Hold & Secure: Staff are trained in the steps to take in the event of an emergency that requires Hold & Secure. This action may be necessary when there is danger near the Fletcher Building.

- Staff are notified via phone or other means to Hold & Secure.
- All staff and children participating in outside activities are moved in to the building.
- All outside doors and windows are closed and locked.
- Staff complete a face-to-name attendance check of the children.
- Access to and exit from the building is controlled. Regular activities and movement in the building continues as scheduled but no outside activities are allowed.

Shelter-In-Place (aka Lockdown): Staff are trained in the steps to take in the event of an emergency that requires Shelter-In-Place. This action may be necessary when there is a potentially harmful situation in or near the facility and it is safer to stay inside rather than evacuate. A lockdown may be required if violence is threatened. When information is received from the University or when a potentially harmful situation is recognized by program staff, the following steps are taken:

- Staff are notified via phone or other means to Shelter-In-Place

- Staff quickly move children to their classroom or closest safe space and choose the safest place within the room or area to gather. In the event of dangerous weather, groups move to their designated safe space.
- Staff complete a face-to name attendance check of children and adults.
- In the event of a lockdown, staff also close and lock doors, turns out lights and cover windows or doors if possible.
- Staff keep children as quiet and calm as possible until given further directions by an administrator or emergency personnel.

Evacuation Emergencies: Staff are trained in the steps to take in the event of an emergency that requires evacuation. This action may be necessary when there is a potentially harmful situation in or near the Fletcher Building and it is safer to evacuate. When information is received from the University or when a potentially harmful situation is recognized by program staff, the following steps are taken:

- Staff are notified by alarm, phone or other means to evacuate the building.
- Staff gather children and prepare to leave the building with children's emergency medications and other emergency supplies.
- Staff complete a face-to-name attendance check of children and adults before leaving the building and after exiting the building.
- Staff move children to the predetermined Designated Meeting Area located at the SW corner of Cornell and Ainsley. If it becomes necessary to move farther away due to excessive heat, fire, department activities or any other reason, children will be moved to the Village Commons Community Room (located behind building E across the street). It will also serve as the Child/Parent reunification site should the Fletcher Building be unavailable.
- Staff will complete another face-to-name attendance check and keep children as quiet and calm as possible until given further directions by an administrator or emergency personnel.

Tornado Watch and Warning: A tornado watch is a forecast which means severe weather may develop over a large geographical area, such as southern Michigan, and over an extended period of time. It does not mean that a tornado is expected to strike in our immediate area. Activities continue during a tornado watch. However, we continually monitor the situation to be aware of the possibility of a tornado warning.

A tornado warning means that tornado has been detected in the area and may be approaching. We will take immediate cover in designated areas of the building, and remain there until an "all clear" is sounded. Tornado drills are practiced April-October.

Fire Safety: In accordance with state law, fire drills are conducted a minimum of once a quarter so that all children will know where to go and what to do in case of a real fire. The Institute has specific fire safety escape routes posted in each room.

Emergency Situation, Natural Disasters, and Loss of Utilities: Parents/Guardians will be notified to pick up their children immediately when an emergency situation arises. This would be implemented when a hazardous condition or situation presents itself and hampers the welfare of the children and staff and/or hampers the implementation of proper health and safety regulations necessary for the correct care of the children at the Institute. Our dedicated line for emergencies is 734.487.0286.

Field Trips

Different classrooms go on walking field trips around the campus between 9 a.m.-noon & 1-4 p.m. Efforts are made to notify parents/guardians in advance of these trips, but often-spontaneous trips occur if there is something of particular interest happening on campus. You have given us permission for walking field trips by signing your child's emergency card. You will however, need to sign a Field Trip Permission Slip for transportation to grant us permission to take your child on the Shuttle Bus.

If you do not wish for your child to participate in a scheduled campus field trip, you must notify your child's teacher in advance of the scheduled field trip. We will attempt to place your child with another classroom for that day, but in case of full enrollment, you will need to make alternate child care arrangements, at your own expense.

Grievance Policy

The Children's Institute is committed to provide a high-quality program that meets, to the greatest extent possible, children's and family needs. In case of concerns, first discuss the situation with your child's teaches. If the problem is not resolved, discuss the situation with the office or director. Every effort will be made to achieve resolutions that are in the best interest of the child, family and Children's Institute.

Late Pick Up Policy

It is important to ensure that any child remaining in our care beyond the 5:30 p.m. closing time will be safe and secure until the child's parent/guardian or other designated adult arrives. To guarantee the safety of children, we collaborate with the Department of Public Safety (DPS), and have developed the following procedures regarding the late pick-up of children:

- In the event that a child remains in our care beyond the 5:30 closing time, attempts will be made to contact the parent/guardian or other designated adult until 5:45 p.m. If you are aware that you will not arrive by the 5:30 p.m. closing every attempt should be made to call the Institute.
- If pick-up has not been made by 5:45 p.m., DPS will be contacted and advised that a child may need to be escorted to that department.
- If pick-up has not been made by 6:00 p.m., and we cannot reach you, we consider your child to be abandoned. The child will be escorted to DPS to await parent/guardian arrival. The Department of Public Safety reminds all parents/guardians that any child escorted to their office to await the arrival of a parent/guardian or other designated adult will be subject to a full police report.

As each child and situation is unique, the expectation is that, whenever possible, a staff member will remain with the child at DPS until such time that the child is picked up. The staff member will remain at least until the child has established a comfort level in the DPS office.

Your child is very aware when he/she is here at or after closing time. Many children resent being "forgotten" and begin to feel abandoned when they know it is past time for children to be here. If you are going to be late, PLEASE CALL US. Calling will soothe our worries and help us explain to your child what has happened.

Licensing Notebook

The Children's Institute maintains a licensing notebook of all licensing inspection reports, special investigation reports and all related corrective action plans. This notebook will be available to parents for review during regular business hours. Licensing inspection and special investigation reports from the past two years are available on the Bureau of Children and Adult Licensing website at www.michigan.gov/michildcare.

Pest Management Policy

From time to time, as needed, pesticides may be used in or around the Children's Institute property. Trained certified applicators will adhere to all label directions on any pesticides use. Extreme care and caution are used when treatments are performed. In accordance with the Michigan Department of Agriculture, specifically Regulation 285.637.15 sub rules (5) and (6), notification to the parents or guardians or children attending this childcare can be requested. We will notify families of any pesticide applications via email and on entrance doors. In emergency situations where prior notification is not possible, families or guardians will be notified of the application promptly after it occurs.

Sunscreen Information/Use of Insect Repellents

In an effort to keep the children's skin safe from the harmful rays of the sun and to eliminate individual bottles of sunscreen, sunscreen is provided. A permission form must be signed by the parent/guardian annually prior to use. Those not giving permission are asked to provide their own sunscreen, labeled with the child's name.

If the public health authorities recommend the use of insect repellents due to a high risk of insect-borne disease, only repellants containing DEET or Picaridin will be used at The Children's Institute. Staff will apply the insect repellent no more than once a day.

Tobacco-Free Campus /Drug/Alcohol Policy

Due to the health risks related to smoking and second hand smoke, Eastern Michigan University has adopted a smoke free campus. The University sought to reduce harm from tobacco use and second-hand smoke, while providing a campus environment that encourages and supports persons to be tobacco-free.

The EMU Children's Institute prohibit all smoking and the use of tobacco products in the Fletcher Building and on the grounds. This policy extends up to the perimeter sidewalks bordering the building.

Young children are particularly susceptible to the dangers of third hand exposures, as are adults with allergies, asthma, or respiratory problems or those

who are susceptible to migraines. Please be sensitive to the smells of cigarette smoke, lotions or heavy perfumes on your person when entering the Children's Institute.

Smoking tobacco, consuming alcohol, and/or using/possessing illegal drugs are prohibited on any school property at all times.

Toys from Home

We are fully equipped with age-appropriate equipment and materials, and the staff strives to create a sense of community in each room by sharing and caring for the Institute's materials. We ask that no playthings be brought from home.

We are not responsible for any item from home that is misplaced or broken. We do not permit war toys or toys that encourage violent/angry solutions to problems.

University Closing Policy

We will make every effort to stay open during adverse weather conditions. The following criteria will be used in deciding to close for adverse weather.

1. The Eastern Michigan University campus is closed.
2. A weather emergency is in effect for Washtenaw County.
3. Staff cannot be present to provide appropriate staff to child ratios mandated by state child care licensing regulations.

Any closing for reasons other than those stated above will occur on an individual basis.

Any circumstances that may arise requiring the closure will be (for example inclement weather) announced on the EMU Newsline (734.487.2460); the switchboard (734.487.1849); WEMU (89.1 FM); WJR (760 AM); WAAM (1600 AM), as well as other radio and television stations. A credit **will not** be issued for closings due to these conditions.

Weather Policy

The Children's Institute uses the Child Care Weather Watch Chart to determine safe temperatures for outdoor play. We also subscribe to the air quality alert system that provides notices of hazards in our area.

We believe that regular outdoor play is a very important part of a child's growth, exploration and learning about their environment. We plan to follow the guidelines and accreditation criteria for outdoor play of the National Association for the Education of Young Children (NAEYC). All age groups play outdoors daily if conditions permit.

In cold weather, children will remain inside when the temperature is 10 degree Fahrenheit or below. The length of time outside will be limited and gauged by the comfort of the children and their ability to communicate this.

All children should come with appropriate outerwear (coats, hats, mittens/gloves) to protect them in these conditions. Snow pants and boots should be supplied by the parent/guardian on days when there is snow on the ground. Please try to avoid jackets and hoods with strings as they can become caught on playground equipment and may cause injury.

In warm weather children will remain inside when the heat index (air temperature and humidity) is 95 degrees Fahrenheit or above. When outdoors in warmer temperatures the children will be encouraged to get drinks of water often, to rest or lower their activity level as needed, and to play in the shade.

Air quality is checked through www.airnow.gov. When the Air Quality Index is unhealthy for sensitive groups (101-149), upon teacher discretion children will be allowed to play outside in 15-30 increments for up to 60 minutes per day. When the air quality reaches the unhealthy level, above 150 children will not play outside.

Parent Involvement

The First Day

On the child's first day, parents/guardians should allow a few extra minutes in the classroom with the child. This is particularly important for children who have never been to an early childhood education center. You can reassure your child that you will return and that he/she will enjoy playing with the other children in the group. Generally, once the child becomes involved in an activity the anxiety of separation is lessened. Many children quickly adapt to the routine and are eager

to come again. However, it is perfectly normal for some children to take several days or even weeks to become comfortable away from a parent/guardian. Staffs realize this and do all they can to make this separation a pleasant one for all concerned.

Here is a sequence that seems to work well for many children. We want to make this separation as comfortable as possible. Tell us what you need us to do to help you feel comfortable and secure, and what you want for your child. We will work with you.

- Tell your child what is going to happen. For instance, say "You are going to stay at school while I go to work (school, etc.)". Reassure your child as often as necessary that you will be back to pick him/her up later in the day.
- When you bring your child into the room, plan to stay about 5 minutes, unless other arrangements have been made with the staff. When it's almost time to go, tell your child that you will be leaving in one minute.
- Never sneak away! Though it may be easier for you to leave while your child is out of sight, it's not easier for him/her. Immediately before you go, say "One minute is up. I'm leaving now." "I will be back."
- Once you start to leave, don't hesitate even if your child cries. Most children stop crying within seconds after you're out of sight. Most of the others take only a few minutes to calm down.
- Remember that you are always welcome to call later in the day to see how your child is doing!

Information Sharing

Our classrooms are cell phone-free environments. This policy maximizes opportunities for parent/guardian-child and staff-parent/guardian communication during drop-off and pick-up times. You are welcome to use your phone in the building hallways. Your cooperation is greatly appreciated.

Each classroom has lesson plans and menus posted to help you find out more about your child's day. It is helpful to briefly make contact with your child's teachers at drop-off and/or pick-up times.

Memos, newsletters, permission forms, and other important information are distributed in your child's mail box. It is important to check your child's mail box each day your child attends the Institute.

Celebrations

At the Children's Institute, holidays are viewed as educational opportunities that give us the chance to learn about our diverse school community. As part of our emphasis on family identity and respect for diversity, we encourage children to talk about their family identity and share stories related to the meaning of their holidays. Our menu also includes foods from a variety of cultures.

Parents/guardians are encouraged to help us celebrate special days and any other times that are important to your family. We are always looking for other cultural and ethnic celebrations that we could include in our program.

Birthday celebrations for young children at school can be a special time for the child to share with friends. Please contact your child's teacher when your child's birthday is approaching, in order to plan the timing of the celebration. To help us celebrate, you may bring food in. However, licensing requires that it be store brought and in the original container labeled with the ingredients.

Please choose a nutritious birthday snack. Please avoid foods with high sugar content, food additives or highly processed food, and please plan carefully around any food allergies that children in the classroom may have. Nutritious snack alternatives include bagels, muffins, fruit, and frozen yogurt.

Note: Lighting candles are prohibited based on licensing regulations.

Parent/Guardian Visits

Parents/guardians are welcome to visit at any time, but keep in mind that it may be difficult for a young child to cope with separating from a parent/guardian for a second time during the day. Children typically assume they will be picked up anytime they see their parent/guardian. It is difficult for them to understand that although you are leaving, they are expected to stay.

Although custodial parents/guardians are welcome to visit at any time, it is not an appropriate place for others (non-custodial parents, grandparents, etc.) to visit with your child. Please schedule "visits" away from the Institute. Anyone who spends extended time in a classroom is required to have a background check on file.

The Institute is a safe environment, where children and adults can feel secure. Adults visiting are to treat others with respect and consideration. Adults are expected to maintain an attitude and behavior as well as topics of discussion that are appropriate to an early childhood program.

Questions and Notes