



“Because They Have  
The Whole World In Their Hands”

Jade Child Development Center, Inc  
*Because they have the whole world in  
their hands!!*

41128 Palmer Rd.  
Canton, MI 48188  
734-394-3500

Parent Handbook

## Introduction

Welcome to the Jade Child Development Center!! We would like to thank you for choosing our Center. Enrollment to the Center's programs is open to children ages six weeks through 12 years. JCDC programs continue year round from 5:00 am to 7:00 pm, Monday through Friday. Current licensing capacity for the building is 97.

We know that you have put much thought and consideration into your choice for child care for your child. You are welcome and encouraged to visit or observe your child at any time while in our safe, healthy, child-centered environment. Our mission is to provide each child with an individualized, developmentally appropriate program so that they can grow and develop at their own unique pace. Our caring, nurturing environment helps to foster each child's social and emotional development. Our play-based curriculum emphasizes the importance of discovery, creativity, and exploration, enabling your child to grow cognitively and physically. We fulfill this through our participation with a highly recognized, Early Childhood Education curriculum, Creative Curriculum.

We look forward to working with your family, getting to know you, and offering your child a safe, wonder-filled environment. Our goal is to provide you with a program that will enhance your families support networks. We understand the importance of communication between caregivers and families; please feel free to share any ideas or concerns. We offer a developmental screening called Ages and Stages Questionnaire, for parents to complete in yearly. Once complete your child's teacher will host a conference opportunity to go over results and make future development goals for your child. Screening detects developmental delays in children—and celebrates milestones. Screening young children is an effective, efficient way for professionals to gauge developmental progress and determine meaningful next steps—at a time when action can have its greatest impact: during a child's first years of life. We respect the fact that you know your child's needs and your family's wishes better than anyone else and are excited about partnering with you to provide your family with quality, affordable child care.

## Enrollment Procedures

The following items must be in your child's file before the first day of attendance. Jade Child Development Center is licensed by, and complies with, the State of Michigan Day Care Licensing Division.

- Registration form
- Registration fee
- 1st week's tuition

Registration is done on a first come, first serve basis. A yearly, non-refundable \$65.00 registration fee and your first week's tuition are required to hold a slot for you child. A new registration form and \$65.00 fee is due on July 1<sup>st</sup> of each year. These monies are used to buy new supplies for the Center. A new registration fee is required if your child is withdrawn from our program, for any reason, before they can be readmitted.

- (2) Child Information Cards

Child Information Cards are of vital importance. The Center uses these cards to identify persons, to whom your child may be released, the name of a contact person to notify in case of illness or injury, and to determine any allergies your child may have. Day Care Licensing requires us to have all the necessary information listed on these cards. Please notify the center immediately, in writing, of any changes to these cards, i.e. change of phone number, new job, additional people to be added to pick up list, etc.

- A Physician signed green Health Appraisal

For children birth to school age, this document must be renewed yearly. For school aged children, parents must provide a signed statement that the child is in good health. Activity restrictions must be noted for all children.

- A certificate of immunization

This certificate must show a minimum of at least 1 dose of each immunizing agent specified by the department of community health. If a child has been in attendance for 4 months, then an updated certificate showing the completion all additional immunization requirements must be provided.

- A signed Tuition Agreement form
- A signed Child Placement Contract

- A signed Illness Policy
- A signed Withdrawal Policy
- A signed Discipline Policy
- A signed Nutrition and Food Service Policy
- A signed Parent Handbook Acknowledgement

**Releasing a Child**

Please understand that the safety of our children is of utmost importance to us. In order to keep our children safe, we ask that you list any persons that may be picking up your child on their emergency card. When picking up a child, authorized persons, including parents, must have a picture I.D. Please stay in the habit of bringing your I.D. to pick up your child even if you have been to the Center to pick up before as your child may have a substitute. If a staff person is not familiar with you or the person you designate to pick up, we will not release your child without proper identification.

**Tuition Agreement**

Tuition amount \_\_\_\_\_ Child's Name \_\_\_\_\_  
 Tuition amount \_\_\_\_\_ Child's Name \_\_\_\_\_  
 Tuition amount \_\_\_\_\_ Child's Name \_\_\_\_\_

Please fill out information below:

Parent/Guardian Name: _____  Social Security Number (required): _____  Driver's License Number: _____	Parent/Guardian Name: _____  Social Security Number (required): _____  Driver's License Number: _____
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Tuition is based upon the actual operating costs of the Center; therefore, tuition remains the same for each calendar week. Each child will have 1 week's worth (equivalence of days enrolled in one week) of Absence Credit available to use after 6 months of continuous attendance. Unless using an Absence Credit, no adjustments will be made for Holidays the Center is closed or unforeseen emergencies.

Tuition is due on Friday for the following week. Tuition not received by Monday at 7:00 pm, without prior arrangements, will be assessed a \$15.00 late fee. A subsequent \$15.00 late fee will be charged weekly. Tuition more than 2 weeks delinquent will result in withdrawal from the program.

A returned check fee is \$25.00. Any returned checks and applicable fees must be paid to the office in cash or by money order.

Jade Child Development Center reserves the right to change tuition amounts at any time with a 30 day written notice to parents.

Please bring any discrepancies in billing to the attention of management immediately in order for corrections to be made.

Parent Signature/s \_\_\_\_\_

#### Child Placement Contract

Jade Child Development Center will provide our families with an open door policy, permitting parents or persons designated by parents, to visit the program for the purpose of observing their child at any time.

Jade Child Development Center will provide each child in attendance 5 or more continuous hours an opportunity for outdoor play, weather permitting.

JCDC will provide children in attendance 5 or more continuous hour an opportunity to rest. Children 3 years or less will be provided with the opportunity to rest as needed, regardless of the number of hours in care.

JCDC will permit children less than 12 months of age to eat and sleep on demand.

JCDC will provide a program of daily activities and relationships that offers opportunities for the developmental growth of each child in all of the following areas: Intellectual development, Social development, including communication skills, Emotional development, including positive self-concept, and Physical development, including large and small muscle.

JCDC will provide healthy, nutritious meals and snacks according to each child's dietary needs using the USDA guidelines. We will also supply each parent/guardian with a copy of our Nutrition and Food Service policy to be signed.

JCDC will provide our families and faculty with a copy of the NAEYC (National Association for the Education of Young Children) guidelines for diapering and hand washing. We ask that all people, adults and children, wash their hands upon arrival to your child's room. It is a nice routine for you child to get into and has been proven as the number one way to stop the spread of germs.

JCDC will partner with parents to help with toilet learning of your child using the recommendations of the American Academy of Pediatrics and state regulations. Toilet learning will not be coerced and no child shall be punished emotionally or physically for "accidents". Toilet learning will be carried out in a manner that is consistent with the individual child's development ability. Families will be kept advised of their child's progress while in our care.

Each staff member and volunteer will have on file a Michigan department of state police criminal history check and a family independence agency check for a history of substantiated abuse and neglect.

In addition to the education and experience our staff member come to JDCD with, we will provide on going training in all areas of child development, including but not limited to; health and safety, first aid and CPR, abuse and neglect, parent/teacher communications, social, emotional, cognitive, and physical development of children.

Parent/guardian signature/s \_\_\_\_\_

Date \_\_\_\_\_

JCDC Management signature \_\_\_\_\_

Date \_\_\_\_\_

## Illness Policy

We understand how frustrating childhood illnesses can be to all concerned; parents, teachers and especially your child. Unfortunately, it is not uncommon for a child to have 8-10 illnesses a year! JCDC will do everything we can to minimize exposure of germs and illness to all of our children, including proper sanitizing, disinfecting practices, and hand washing techniques. Exclusion from the Center is sometimes necessary to reduce the risk of exposure. We are sensitive to the fact that it can be difficult to find care for a child that is ill and strongly suggest that you have alternative care set up in case of this circumstance.

If your child is ill, we ask that you not bring them into the Center. If your child becomes ill while in our care, we will contact you or someone on your emergency card to pick up your child. Because we make every attempt to keep your child excluded from the other children while ill, we ask that you make arrangements to pick up your child within 1 and  $\frac{1}{2}$  hours of being contacted.

Parents/guardians are responsible for reporting to us any communicable diseases that your child may have.

Following is a guideline to symptoms for exclusion:

\*Fever of 101 degrees or higher

(Infant 4 months or younger with a temperature of 100 degrees should receive medical attention as soon as possible.)

\*Vomiting

\*Uncontrollable Diarrhea

\*Excessive coughing

\*Unexplained rash on any part of the body

\*Thick, yellow or greenish nasal discharge

\*Any illness that prevents your child from participating in the program

\*Any illness that requires one-on-one care for continued periods of time

\*Signs of conjunctivitis (pink eye)

A child may return to the Center under the following circumstances:

- \*When they are fever-free or have not had any bouts of diarrhea or vomiting for 24 hours.
- \*Rash has subsided or with a signed physician's note stating that the rash is not contagious.
- \*Symptoms have been treated with anti-biotic for a period of 24 hours.
- \*Nasal discharge is no longer thick, yellow, or green.
- \*When a child is able to participate in program activities, including outside activities and does not require one-on-one care for extended periods of time.
- \*A physician's note may be required to return to the Center.
- \*The ultimate decision for exclusion is from the program is to be determined by the Center.

If you have *Absence Credits* available, you may use them for sick days if you contact the Center before noon on the day your child will be absent.

Parent/Guardian Signature\_\_\_\_\_

Date\_\_\_\_\_

Management Signature\_\_\_\_\_

Date\_\_\_\_\_

#### Withdrawal Policy

If you decide to withdraw from our program, in order to give us time to fill the slot that will be left vacant and to adjust staffing schedules as needed, we require a two-week written notice. Tuition is due for both of your last two weeks regardless if your child is able to attend during that two weeks or not.

Because of our frequent interactions and communications with families to build a responsive, trusting relationship, it is only on rare occasions that we may have to need to disenroll a family from our program. If these circumstances should arise we reserve the right to ask families to find a more suitable setting for their particular circumstances. Some of these instances may include, but are not limited to the following:

- \*A child appears to be a danger to him/herself, other children, or staff.



- \*It appears that continued care within our Center is not within the best interest of the child or the Center.
- \*A family fails to abide by Center policies or State Licensing regulations.
- \*A family's tuition becomes delinquent more than two weeks.
- \*A child requires more care or services than can be reasonable offered by the program.
- \*Any family member is verbally or physically abusive to any center clients, staff, or children.

At any point that a child's behavior or family circumstances become a concern to staff, written and or verbal communication will begin the process of determining a better understanding of the situation.

The Center will provide documentation and may request a written development plan for the family and center to follow up with. Since we make every effort to partner with parents, an essential part of this partnership is parental involvement. Parent/teacher conferences, parental observations, and professional counseling may be recommended.

Parent/Guardian signature\_\_\_\_\_

Date\_\_\_\_\_

Management signature\_\_\_\_\_

Date\_\_\_\_\_

### Discipline Policy

It is the philosophy of Jade Child Development Center that children learn by experimentation and that each child is unique in their path of discovery. We believe that the best approach to help a child understand acceptable guidelines is through positive discipline. Children can be more confident and learn better self-control in an atmosphere that praises their positive accomplishments and are given alternatives to destructive behaviors.

Just as children are unique in their development, each stage of development is also unique. Children are accepted where they are age-appropriately and developmentally. We encourage children to problem solve, use appropriate assertiveness, cooperate, and understand the natural consequences of situations. Staff model appropriate behavior and encourage dialogue when appropriate.

The following methods of discipline are prohibited:

- \*Any form of corporal punishment including, hitting, shaking, biting, pinching, or spanking.
- \*Restricting a child's movement by binding or tying him or her.
- \*Inflicting mental or emotional punishment, such as humiliating, shaming, or threatening a child.
- \*Depriving a child of meals, snacks, rest, or necessary toilet use.

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

Signature of Management \_\_\_\_\_ Date \_\_\_\_\_

### Nutrition and Food Service Policy

Jade Child Development Center will provide children with nutritional meals and snacks if they are present during the time that meals are served. The times are as follows:

Breakfast 7:00am-7:45am

AM Snack 9:00am-9:30am

Lunch 11:00am-11:30am (ages 2 and under

11:30am-12:00pm (ages 2  $\frac{1}{2}$  and above)

PM Snack 3:00pm-3:30pm

Dinner 6:00pm-6:30pm

Monthly menus will be posted in your child's room and available at the front desk if you want a copy to take home. Any substitutions to that menu will be posted at the front desk.

Any dietary restrictions must be given to management in writing and updated as necessary. Substitutions will be provided accordingly.

Parents will provide food and formula for children that are still on formula or not ready for table food.

Parents will be provided with a copy of Day Care Licensing regulation 400.5205 regarding formula, milk, and foods and are expected to abide by those regulations outlined. \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_  
Management Signature \_\_\_\_\_ Date \_\_\_\_\_

### Parent Handbook Acknowledgement

I have received a copy, read, and understand the Jade Child Development Handbook. I further understand that any questions that I have regarding policies or procedures will be brought immediately to Management's attention.

I understand that information contained in this Handbook may be subject to change.

Parent/Guardian  
Signature \_\_\_\_\_ Date \_\_\_\_\_  
Management Signature \_\_\_\_\_ Date \_\_\_\_\_



What to bring on your first day.

\_\_\_\_ A Backpack or reusable (non-plastic) shopping bag for your child's extra clothing and bedding. Please do not leave any type of medication, creams, or food in your child's bag.

\_\_\_\_ Bedding. For toddler and older, a crib sheet fits over the cots perfectly. You may bring a small blanket and travel size pillow as well. Bedding will be sent home each Friday for you to launder and return the next week.

For Infants we provide crib sheets, the mattresses are striped each day and laundered.

\_\_\_\_ Changes of clothes. Please bring at least 2 changes of clothes. Remember the children will be playing, learning, and discovering, so be sure to dress them in play clothes.

Shoes must cover their entire foot, no open toe shoes or sandals.

\_\_\_\_ Food. Once your child is on table food and no longer drinking from a bottle, we will provide all meals, snacks and drinks while they are in attendance.

Infants must bring in prepared bottles, labeled with your child's name, the date, and the contents and amount of formula or breast milk in the bottle.

\_\_\_\_\_Forms and paperwork. Be sure to have emergency cards, health appraisals with a copy of immunizations, and the handbook acknowledgement filled out and signed.

Most importantly, bring a big smile and be ready to have fun and learn!!