

Philosophy

Paradigm Care & Enrichment Center upholds a philosophy that believes all children will thrive when placed in a developmentally appropriate, safe, caring, and nurturing setting. Children attending our program will be well-prepared in all developmental areas for success in grade school. Our environment and outstanding staff will provide the children with opportunities to grow physically, emotionally, socially, and cognitively. We offer a math and science center, music theater, library, art studio, computer lab, dramatic play, and large motor area. We will provide exploration through hands-on and multicultural experiences. We will encourage tolerance of individual differences needs and backgrounds.

Curriculum

Paradigm will utilize a preschool curriculum that is rich in exploratory learning, supported by the Michigan framework of elementary education. Children will take part in small group and one on one student to teacher learning experiences. A variety of teaching styles will be provided to ensure that all learning styles are nurtured. Children will engage in activities structured around basic skills. Some of these basic skills will include large motor development, as well as fine motor skills, such as pencil grip and the proper way to hold and use scissors. Other basic skills will include exposure to lowercase letters for future reading skills, color and shape recognition, numeral recognition as well as counting skills, and vocabulary building skills. Children will also practice life skills such as zipping, buttoning, potty needs, hand washing, and using a tissue. Social skills such as manners, sharing, caring for self and belongings will be modeled and encouraged throughout the day. Paradigm's curriculum and means of implementation will be maintained in binders which include the skills and lessons that teachers will utilize in their daily lesson plans.

Extra Curricular Activities

Extra curricular activities will be available to all children who attend the Pre school. The activities will vary from month to month. Parents will be made aware of the programs through flyers either posted or put in cubbies and messages on the sign in/out computer.

Hiring Procedures of Staff

At Paradigm Care & Enrichment Center we recognize the importance of a continuum of care for your child. We believe the bond your child will make with his or her caregiver is important. For this reason we will work to provide your child with a consistent Caregiver. All Caregivers will go through a screening and interview process. The hiring process will require each Caregiver to be fingerprinted and trained in basic First Aide and child CPR. All Caregivers will be required to renew their First Aide and child CPR certification annually. Paradigm Care & Enrichment Center will provide continual Staff Development Training to insure your child is receiving the best possible care available.

Health of Personnel

All employees will have a current physical on file signed by a physician. A current negative reading TB test will also be kept on file. Employees must update their physicals and tuberculosis (TB) test every two years. Sick employees will be encouraged to remain home until healthy. A qualified guest teacher will be assigned while they are out.

Cleaning Procedures

A major part of a healthy child's life is the cleanliness of their environment. We take this into consideration when cleaning and maintaining our center. The center will be cleaned and disinfected on a daily basis. A cleaning crew will be used regularly. By keeping the Center as sanitary as possible, we will insure less exposure to germs and contagious conditions.

Health Policy

It is important to the health of all children and Caregivers that if a child has symptoms of a communicable disease he or she stays at home. If any of the symptoms of a communicable disease become apparent while your child is in the care of the center you will be contacted and will be expected to pick your child up within one hour. If a parent is not reachable a contact listed on the child's emergency card will be called and asked to pick the child up. Any child who becomes ill while in the care of the center will be cared for away from other children.

The following is a list on communicable disease symptoms which Oakland County Health requires children to be excluded from school until symptom free for 24 hours or have a Doctor's note indicating he/she can return to school.

1. Red or running eyes, colored discharge from nose.
2. Cough that is persistent or productive.
3. Sores or crusts on the scalp face or body, including those that are draining.
4. Rash or skin eruptions.
5. Sore throat.
6. Swelling or tenderness of the glands, particularly about the face or neck.
7. Fever of 99° or higher.
8. Nausea or vomiting.
9. Pain and stiffness of the neck and/or headache.
10. Jaundice (yellowing of the eyes or skin).
11. Persistent abdominal pain.
12. Diarrhea.
13. Pain in the ears.
14. Nits or head lice.

Medications

If your child requires medication of any kind, a Permission to Administer Medication form must be filled out and signed by the parent. If the dosing on the package is not for the child's age a permission form with dosing must be signed by the child's pediatrician. Medications must be in their original, labeled container. Please keep in mind that if your child has been prescribed antibiotics they are contagious for twenty-four hours after they receive their first dose.

Emergency Procedures

In the event of a medical emergency a call will be made to 911 and the child's parent will be contacted. If a parent cannot be reached a contact person listed on the child's emergency card will be contacted. A director or a person in charge will go with the child to the hospital in the ambulance if necessary. An accident report will be filled out by a Caregiver stating what happened at the time of injury.

Potty Training

While your child is going through potty training it is very important that you work closely with his or her Lead Teacher. Potty training should begin at home over the weekend and then can continue at school. Please provide us with three to six changes of clothes including socks depending on how often your child wets during the day. For sanitary reasons we require your child wear plastic pants over their underwear or thick training underwear.

Nap / Quiet Time

The Teachers in the infant room will work with you to determine a sleep routine for your child. Older children will be required to lie down and rest once during the day. They will not be forced to sleep although they will be expected to stay on a cot and rest. Please provide your child with a small pillow and blanket for rest time. **NOSHEETS PLEASE!** These items will need to be sent home to be laundered each week. If your child has a special friend or blanket that they sleep with, they are allowed to bring this with them to school.

Behavior Management & Discipline Policy

Children 18 months and younger: Children will begin to understand the concept of boundaries. They will be encouraged to share, take turns, and treat others kindly. Children will also have the opportunity and be encouraged to make positive choices often throughout the day. Teachers and Teacher Aides will redirect children and give them choices when a problem arises. They will model appropriate behavior and always speak to the children in a kind and respectful manner.

Children 18 months and older: The Teacher or Caregiver will explain that the behavior is not acceptable and offer a suggestion for a more acceptable behavior. If the child does not change his or her behavior he or she will be removed from the situation and will sit in a quiet place and talk with the lead teacher. When the child has calmed down and talked with the lead teacher he or she will rejoin the group.

Registration and Deposits

At the time of registration you will be asked to fill out registration forms. The registration forms include emergency information and a health appraisal form. Your child's immunization records will be accessed on the MCIR Database and must be up to date. You will also sign a contract stating the hours your child will be in care and the tuition requirements. A deposit in the amount of two weeks tuition is required at registration for admissions. This deposit will be applied to your child's last two weeks of tuition if sufficient notice (two weeks) is given. If you have any outstanding fees due, the deposit will be used to cover these fees.

Tuition Payment and Late Fees

We realize that childcare can be a financial burden. Keep in mind, however, that in order for us to provide your child with the very best care possible it is very important that your payment be made on time. Payments are due on your child's first scheduled day of class. If this presents a problem for you please feel free to talk with one of the directors and arrangements can be made to make weekly payments. If you fail to make a payment a \$10.00 per day fee will be added to your tuition bill each day until the bill is settled. There will be a \$25.00 fee for checks that are returned due to non-sufficient funds. Visa and MasterCard will be accepted for payment. Parents/Guardians who have two NSF checks will be required to make cash payments for all future tuition bills. Also, if payment is not received, your child's spot in the center can be filled by another family. Outstanding accounts will be turned into collections and taken to court at the expense of the parent/guardian.

There will be a \$1.00 per minute fee (for each child you have enrolled) due when you are late picking up your child/children. The time showing on the sign in/out Time Clock in the lobby upon your exit from the building is the time you will be responsible for paying the teacher for. (This is a babysitting fee you pay in cash directly to our teacher who is then off the clock because it is past closing time.) Your child will only be released to the person who regularly picks them up. If someone different is picking your child up you must send a note in or contact the center prior to dismissal. The person picking your child up must present photo identification. If there is a court order keeping one parent away from a child we must have it on file. Without this, we cannot prevent a non-custodial parent from picking up a child. No refunds are given for late arrivals or early pick-ups.

Holidays / Sick Days / Vacations

We will be closed on the following holidays. Tuition is still collected during these holidays.

New Years Day

Memorial Day

Labor Day

July 4th

Thanksgiving Day

Christmas Eve we will be opened until 12:30 p.m. (if there is sufficient attendance)

Christmas Day

The center may be closed twice a year for professional staff development days. You will be given at least four weeks notice of these dates. In the event of severe weather that causes us to close you will be notified as soon as possible through a parent fan-out. Tuition is still collected for days that we are closed due to extreme weather conditions. This is a very rare occurrence. In the event that your child is sick and will not be attending school please call us to let us know that he or she will not be at school that day. Since we will still have to pay a staff member you will still be responsible to pay tuition for any missed days. Please give us two weeks notice when going on vacation.

Arrival and Departure

Arrival and departure is a busy time. Listed below are some do's and don'ts.

Do's

- ___ Do look over your child's daily log before leaving.
- Do converse with your child's teacher.
- Do come on time to pick up your child.
- Do call the center if you are going to be late picking up your child.
- Do alert your child's teacher if you are going to be picking them up at an unscheduled time.
- Do allow your child time to say goodbye to their teacher.

Don'ts

- ___ Don't drop your child at the door or stay in your car during arrival time.
- Don't pull up and block the driveway.
- Don't allow your child to leave the building and go to the car before you leave the building.
- Don't linger after your child's pick up time. Cleaning crews will be coming in.
- Don't talk with the teacher about serious issues while children are around. Please make an appointment or wait for a more appropriate time.
- Don't take your child from class without notifying the teacher. Teachers are constantly counting heads.

Meals and Snacks

Well balanced mid-morning snacks, lunches, and mid-afternoon snacks will be provided. Children who arrive prior to 8:00 a.m. will be offered breakfast. A monthly menu will be posted and can be sent home via e-mail if there is no firewall.

Supplies

Parents are responsible for providing the following supplies.

Diapers

Wipes **(Must be marked with permanent marker.)**

Ointment if needed **(A medication permission form must be filled out by the parent prior to application)**

Change of clothing in a plastic bag. **(Must be labeled with permanent marker)**

Sheet and small pillow for rest time. **(Must be marked with permanent marker.) NO SHEETS PLEASE!**

Business Hours

Regular business hours are 6:30 a.m. to 6:00 p.m. Monday – Friday. Cleaning crews come in at 6:00.

Withdrawal Policy

A written notice of withdrawal of a child from the preschool is required at least two weeks prior to the child's last day. If a withdrawal notice is not given, tuition will be charged for the two weeks subsequent to the child's discontinued attendance at the center. Paradigm Care & Enrichment Center can terminate child's enrollment if:

1. The parental obligations are not being met in a timely manner.
2. The needs of the child cannot be met within our program without additional staff.
3. Failure to comply with the contract or procedures in this handbook.
4. Failure to attend the preschool for five days without communication.
5. Failure to complete required forms.
6. If parent knowingly and repeatedly brings an ill child.