



Parent Handbook

Revised 6/2009

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 Preschool. 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 go through 2 criminal back ground checks 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 Personal

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 maintain their physicals and tuberculosis (TB) test. 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. 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. Medications must be in its original, labeled container and will be administered at 1 p.m. and 3 p.m. daily. 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. Medication that does not have the proper dosage on the package for your child's age requires a Physician Authorization for Medication form signed by the doctor before it can be administered at Paradigm per state law.

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 several changes of clothes including socks depending on how often your child wets during the day.

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. **NO SHEETS PLEASE!** These items will 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. **PLEASE LABEL EVERYTHING.**

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 that will need to be signed by a doctor. Your child's immunization records will be accessed on the MCIR Database and must be up to date. You will also sign an agreement stating the days 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 full school weeks) is given in writing.

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 by 11:00 a.m. even if your child is absent. 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.

Parents/Guardians who have two NSF checks will be required to make cash payments for all future tuition bills. Visa and MasterCard will be accepted and can be made over the phone for a \$2.00 processing fee. 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 due (for each child you have enrolled) if you are late picking up your child/children. The time visible on the sign-in/out clock in the lobby upon your **exit** from the building with your child/children is the time that you will be responsible for paying for. The center closes at 6:00p.m. Late fees start at 6:01 p.m. and must be paid in cash to the teacher who is babysitting your child after her shift has ended. 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. The \$1.00 per minute will also apply to children being picked up late from morning or afternoon preschool. Morning preschool children should be picked up promptly at 11:30 a.m and afternoon children promptly at 3:00 p.m.

The center may be closed twice a year for professional staff development days. You will be given at least two weeks notice of these dates. Tuition will still be collected for these days. In the event of severe weather that causes us to close you can watch channels 2, 4, or 7 for school closings. Tuition is still collected for days that we are closed due to extreme weather conditions or building problems beyond our control. 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 need to give the staff member who is normally with your child security of steady employment and we will still pay him/her, you will still be responsible to pay tuition for any missed days. Please give your child's teacher two weeks notice, for lesson planning purposes, when going on vacation.

OUR STAFF IS IMPORTANT!

It is important as child care providers to maintain a secure and stable environment for your child(ren). In order to accomplish this, we must also offer our staff the security of knowing that their employment with Paradigm Care & Enrichment Center is secure and stable. This becomes an impossible task when some parents feel that they should not pay tuition when their child is absent from school for illness or vacation. Therefore, if tuition is paid only when your child is in attendance it does not allow us to guarantee to our staff and quality to all concerned.

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
- ⊕ 3:00 p.m. on New Years Eve

Arrival and Departure

Arrival and departure is a busy time. Below are some do's & don'ts:

Do's

- Do look over your child's daily log before leaving.
- Do converse with your child's teacher. The teacher will be supervising children and will need to position herself to see her class.
- 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. 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 in PDF format, 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**)
- ☼ Crib Sheet (infant room only)
- ☼ One small blanket and small travel size pillow for all children not in cribs. (**Must be marked with permanent marker.**) **NO SHEETS PLEASE!**
- ☼ A sunscreen fee will be applied to your account in May. This will be used for the 5 months of May through September. Paradigm will be unable to use sunscreen brought from home unless it is prescription sunscreen.
- ☼ Proper clothing for daily outdoor play.
- ☼ Indoor shoes to be kept at Paradigm.

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 Paradigm is required at least two full school weeks prior to the child's last day. This allows us to guarantee our employees their hours for the next two weeks of enrollment. 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. If withdrawal notice is given in the middle of the week (without 2 full school weeks notice) the parent is still obligated to pay for the following two calendar school weeks. 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 Paradigm for one school week without communication.
5. Failure to complete required forms.
6. If parent knowingly and repeatedly brings an ill child.

Change of Schedule Policy

Because Paradigm needs to maintain teacher: student ratios and allow our employees the security of steady hours for two weeks we require 2 full school weeks of notice for any schedule changes. The parent must put these changes in writing using our form located in the lobby.