



Family Handbook

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Enchanted Explorers Daycare Center
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Welcome to Enchanted Explorers!

Dear Parents and Guardians,

We extend a heartfelt welcome to you and your little ones at Enchanted Explorers Daycare Center. We are thrilled to have you join our vibrant community of families dedicated to the growth and development of their children.

At Enchanted Explorers, we believe in creating an environment where curiosity is sparked, imagination is nurtured, and every child's unique qualities are celebrated. Our mission is to provide a safe, engaging, and enriching space for your child to learn, play, and flourish.

This Parent Handbook has been thoughtfully prepared to guide you through the various aspects of our daycare center. From daily procedures to educational philosophies, health and safety practices, and ways to get involved, this handbook is a valuable resource to help you navigate your child's journey with us.

We encourage you to take the time to read through the handbook, familiarize yourself with our policies, and reach out if you have any questions. Communication is key to a successful partnership, and we value the collaborative relationship we share with you in fostering a positive and supportive learning environment.

Thank you for entrusting us with the care of your little ones. We look forward to building lasting connections with your family and watching your children embark on a magical journey of exploration and discovery.

Warm regards,

Briana Post
Director
Enchanted Explorers Daycare Center

Mission Statement and Values

At Enchanted Explorers Daycare Center, our staff is dedicated to providing the highest quality childcare and educational services that promote and enhance each child's development.

Our mission is to be one of the best childcare facilities in Van Buren County, supporting working parents while nurturing children's growth and creating positive, lasting memories. We understand the importance of the limited window of childhood and believe that every child deserves a fun environment for learning and growth. With our educational curriculum, service-focused management team, ongoing staff training and educational advancement, we prioritize the welfare and development of our children.

Operating Hours and Contact Information

Schedule of Operation

Our daycare operates from 6AM to 6PM, Mondays through Fridays. The daycare will be closed on the following observed holidays:

- New Year's Day, January 1st
- Good Friday
- Memorial Day
- Independence Day, July 4th
- Labor Day
- Thanksgiving and the following Friday
- Christmas Day, December 25th

In addition, the daycare will be closed for in-service training days, up to 2 times a year. These dates will be published ahead of time with at least 60 days notice.

Contact Information

In case of any questions or concerns, please feel free to contact us at:

Snail Mail: 12 N. Walnut St, Bangor, MI 49013

Cell: (269) 308-0771

Email: enroll@enchanteddaycare.com

Website: www.enchanteddaycare.com

Alternatively, we can be contacted by sending a message via the **Brightwheel app**.

Enrollment Policies

Admission Policy

1. **Age Requirement:** Enchanted Explorers Daycare Center accepts children between the ages of 0 to 12 years old.
2. **Health and Immunization:** All children must provide up-to-date immunization records and a health appraisal form upon enrollment. Children with specific health needs or medical conditions will be considered for admission on a case-by-case basis, with appropriate accommodations as necessary.
3. **Open Enrollment:** Enchanted Explorers operates on an open enrollment basis, allowing parents to apply for admission throughout the year based on availability.
4. **Enrollment Priority:** Priority may be given to siblings of current or former Enchanted Explorers students and to children of current staff members. Priority enrollment may also be extended to families with specific scheduling needs, such as full-time versus part-time enrollment.
5. **Special Considerations:**
 - a. Children with Special Needs: Enchanted Explorers is committed to providing a supportive environment for children with special needs. Parents are encouraged to discuss their child's needs during the application process to determine the best course of action.
 - b. English Language Learners: Enchanted Explorers welcomes children of all language backgrounds. Our staff is trained to support English language learners through positive and inclusive practices

Admission Procedure and Requirements

Enrolling your child at Enchanted Explorers is a simple and straightforward process designed to ensure a smooth transition into our daycare community. To initiate enrollment, please follow these steps:

1. **Schedule a Tour:** We invite you to schedule a tour of our facilities. This will give you the opportunity to meet our staff, explore our classrooms, and ask any questions you may have.

2. **Submit Enrollment Packet, Forms and Fees:** Once you decide to enroll, please complete the enrollment form and sign documents where applicable. Ensure that all sections are filled out accurately, including emergency contact information, health records, and any relevant medical details.

Enrollment Packet Forms

Enrollment Fee

First Week's Tuition

Child Information Card. Child Information Cards are used to identify your children, to whom your child may be released, the name of a contact person to notify in case of an emergency, and, to determine any allergies your child may have. The state's licensing department 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 the pick-up list, etc.

Household Income Eligibility Statement

Center Child Registration Letter

Child Care Service Contract

Up-to-Date Immunization Record. The certificate must show a minimum of at least 1 dose of each immunizing agent specified by the Department of Health. If a child has been in attendance for

four months, then an updated certificate showing the completion of all immunization requirements must be provided.

Physician-signed Health Appraisal. This document must be renewed yearly for children ages 0 to 4. 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.

Age of Child	Initial Health Appraisal	Renewal Requirements
Infant	Within the preceding 3 months	Yearly
Toddler	Within the preceding 6 months	Yearly
Preschooler	Within the preceding 12 months	Every 2 Years
School Ager	Parent-signed statement updated on a yearly basis	

4. Meet with the Director: Our director is available to meet with you to discuss your child's needs, answer any additional questions, and address specific concerns you may have.

5. Review and Sign Child Care Services Contract and Policies: Please carefully review the contents of this Parent Handbook and sign the acknowledgment of receipt. This step ensures that you are familiar with our policies and procedures.

Withdrawal Criteria and Policies

Enchanted Explorers Daycare Center is committed to maintaining a safe, supportive, and enriching environment for all children. In certain situations, it may be necessary for a child to withdraw from our daycare program. Withdrawal criteria are outlined as follows:

- 1. Parental Request:** Parents or legal guardians may initiate withdrawal by filling out our withdrawal form (<https://forms.gle/AJCD6NKKoLAqTY4z9>) at least 14 days in advance. This allows for a smooth transition and ensures that the child's records and personal belongings are organized.
- 2. Non-Payment:** Failure to meet financial obligations, including unpaid fees for an extended period, may result in immediate withdrawal. Parents will be notified in advance to address outstanding payments.
- 3. Behavioral Concerns:** If a child's behavior poses a persistent threat to the safety and well-being of themselves or others, and intervention efforts prove unsuccessful, the daycare reserves the right to initiate withdrawal after consultation with parents.
- 4. Health Considerations:** In cases where a child's health needs cannot be adequately met within the daycare setting, or if the child poses a risk of infectious disease to others, withdrawal may be considered in consultation with healthcare professionals and parents.
- 5. Repeated Violations of Policies:** Continued disregard for daycare policies and guidelines, despite interventions and communication with parents, may result in withdrawal. This includes failure to adhere to health and safety protocols, pickup/drop-off times, or other essential policies.

6. **Director's Discretion:** The Daycare Director retains the discretion to initiate withdrawal in exceptional circumstances not explicitly covered by the above criteria. This decision will be made in consultation with relevant stakeholders, prioritizing the overall well-being and safety of all children in the daycare. Parents will be notified promptly in the event that withdrawal is under consideration, and every effort will be made to collaborate and address concerns effectively. The withdrawal process will be conducted with sensitivity, ensuring that the child's transition is as smooth as possible, and all necessary information is shared with parents.

Tuition and Payment Policies

Tuition Fee Structure

Tuition is based upon enrollment, not attendance. This is because tuition fees are based on the overall operating costs of the facility for an entire year. It is designed to cover the cost of providing high-quality care, education, meals and learning materials for your child. At the beginning of the enrollment period, a child care services contract must be filled out which explicitly outlines the daily drop off and pick up schedule for your child. Parents must adhere to this schedule, otherwise, additional fees may apply. The tuition fees are as follows:

Age Group	Full-Time Weekly Rate (30 to 50 Hours/Week)	3-Day Part-Time Weekly Rate (20 to 29 Hours/Week)	2-Day Part-Time Weekly Rate (10 to 19 Hours/Week)	Drop-In Care (Per Day)
Infants, Wobblers and Toddlers	\$210	–	–	\$80
Preschool	\$160	\$100*	\$70*	\$40
School Age (School Year)	N/A	\$70 (Before and After School Program)	\$50 (After School Only)	\$30
School Age (Summer, Spring and Winter Breaks)	\$150	\$90	\$60	\$30

NOTES:

- *Part Time Registration is subject to availability of spots. Priority will be given to children who can attend full time.
- Drop-In Care is subject to availability and must be communicated to the Daycare Center for approval ahead of time. School-aged children enrolled full-time in our Before and After School Programs are eligible for drop-in care during the school year without pre-authorization. Additional tuition will be billed according to the number of hours in attendance for that week as outlined above.
- One full day of care includes a maximum of 10 hours. Any additional hours are subject to extra fees.

- A half day is ≤5 hours per day. Drop-in care in excess of 5 hours per day will be considered a full day.

Additional Service Fees:

- Late Pickup Fee (After 6:00 PM): \$10 per 15 minute incremental
- Late Pickup Fee (in excess of contracted # of hours per week): \$10 per hour
- Early Drop-Off Fee (earlier than contracted time): \$10 per 15 minute increment

Tuition Policies

- The registration period starts from the 1st of September each year and ends on the 31st of August the following year.
- **Absences:** Tuition is based on enrollment, not attendance; thus, in general, no credit is provided for absences due to a child's illness or vacation. Our tuition fees are based on the yearly operational costs of the daycare center. However, to ensure the safety and well-being of our children and staff members, we make exceptions for illness. Thus, tuition may be credited according to the rules below.
 - Each child is allotted a maximum of 10 vacation days per year. Per vacation day used, 20% of the weekly tuition fee will be credited to your account.
 - Each child is allotted a maximum of 10 sick days per year. Per sick day used, 20% of the weekly tuition fee will be credited to your account.
 - For any 5-day period, there is a maximum of 80% that can be credited to your account. This minimum fee will allow us to hold a spot for your child in the event of extended absences.
 - Unused absence allowances are not transferable and will expire on August 31st at the end of the school year.
 - Vacation days must be scheduled at least 5 business days in advance or those days will be charged the agreed upon tuition fee.
- If the Center closes for reasons beyond the control of Enchanted Explorers Daycare Center, *i.e.* inclement weather, power outage, *etc.*, tuition will be credited to your account.
- During Holiday closures and in-service training days outlined on page 5, tuition will be credited.
- Tuition Crediting is as follows:
 - For full-time students attending 5 days a week, 20% off the weekly rate will be credited to your account per day that the center is closed.
 - Part-time students attending 2 or 3 days a week will only be credited if the closure falls on regularly-scheduled days agreed upon in the child care services contract.
 - Students attending three days a week will be given 33% credit per day that the center is closed.
 - Students attending 2 days a week will be charged the Drop-in daily rate if one day of the week falls on a day that the Daycare is closed.
- Families with more than one child enrolled at Enchanted Explorers are eligible for a sibling discount of 5%. This discount is applicable to the tuition of the second and subsequent **older** children.
- Tuition fees are subject to an annual review and adjustment in September of each year to account for inflation and increase in the cost of living. Any changes in tuition fees will be communicated to parents at least *1 month* in advance.

Registration Fees

- The registration fee is used to secure a child's space for the upcoming school year and is due immediately upon enrollment.
- The annual registration fee is \$65 per student with a maximum of \$100 per family and must be paid at the time of registration. *Discounts are available.*
- Registration fees are not refundable.

Payment Procedures

To ensure a smooth payment process, please adhere to the following procedures:

1. Payment Schedule: Tuition payments are due on Monday of the week.
2. Accepted Payment Methods: We accept card payments through Brightwheel. Cash or checks are also accepted.
3. Late Payments: Late payments may incur a fee of \$10 per day. Please make payments promptly to avoid any disruptions to your child's enrollment.
4. Returned Checks: A fee of \$25 will be charged for each returned check due to insufficient funds or any other reason.

Families facing financial hardship or exceptional circumstances may appeal these fees. The daycare center will consider appeals on a case-by-case basis, and decisions will be communicated in a timely manner.

Financial Assistance

We understand that each family's financial situation is unique. If you require financial assistance or have specific payment arrangements, please contact our administrative office to discuss options. We are committed to working with families to make quality childcare accessible.

Subsidized Care Policy

- Families seeking or currently have subsidized care (through the Department of Health and Human Services, Tri-Share, etc.) must provide accurate and up-to-date information to verify their eligibility.
- Families must complete ALL designated forms necessary for the Daycare Center to bill DHS, etc., including, but not limited to, attendance sheets.
- The daycare center reserves the right to request additional documentation as required by the subsidy program.
- Families receiving subsidized care may be responsible for a co-payment as determined by the subsidy program.
- The daycare center will clearly communicate co-payment amounts and payment schedules to participating families.
- Families are required to promptly inform the daycare center of any changes in their circumstances that may affect their eligibility or subsidy rate.
- **Parents or guardians are responsible for all costs not covered by their respective programs.**

Daily Procedures

Drop-off and Pick-up Guidelines

Ensuring a smooth and secure drop-off and pick-up process is essential for the safety and well-being of all children at Enchanted Explorers. Please adhere to the following guidelines to maintain a positive and organized environment:

Drop Off:

1. Arrival Time: We encourage parents to drop off their children according to the agreed upon schedule in the contract. This allows us to plan for adequate staffing and ensure your child's smooth transition into the daily routine.
2. Check-In and Health Screening: Please check-in your child using the tablet near the entryway. At drop-off, our staff may conduct a brief health screening for your child. This helps us monitor their well-being and identify any signs of illness. If your child is unwell, please keep them at home until they have fully recovered.
3. Communication: Use this time to communicate any specific instructions, concerns, or updates with our staff. If your child has experienced a change in routine or has specific needs for the day, please inform us during drop-off.

Pick Up:

1. Authorized Individuals: Only individuals listed on the authorized pick-up list are permitted to collect your child. If someone not on the list needs to pick up your child, please provide advance written authorization.
2. Identification: Be prepared to show valid identification when picking up your child. This is a crucial security measure to ensure that children are released only to authorized individuals.
3. Timely Pick Up: Please arrive promptly to collect your child. Late pick-ups may result in additional fees.
4. Communication: If there are any changes to the pick-up routine or if someone other than the authorized individuals will be collecting your child, please notify us in advance.
5. Feedback and Updates: Use pick-up times as an opportunity to receive feedback on your child's day. Our staff will provide insights into their activities, meals, and overall well-being. Please pick up all documents in your child's mailbox.

Emergency Procedures:

In the event of an emergency, we have established protocols to ensure the safety of all children. If there are changes to our regular schedule due to unforeseen circumstances, we will communicate promptly with parents through our established channels.

Preparing Your Explorer for Daily Adventures

At Enchanted Explorers, we strive to create a comfortable and engaging environment for your child's daily activities. To ensure that your child has a seamless and enjoyable experience, we kindly ask parents to pack the following items:

1. Change of Clothes: Please provide a set of labeled, weather-appropriate spare clothes, including underwear and socks. Accidents and spills can happen during play or mealtime, and having an extra set of clothes ensures your child stays clean and comfortable.

2. Formula for Infants: For parents of infants, please pack an ample supply of formula along with feeding instructions. Our caregivers are experienced in providing warm and nurturing care to our youngest explorers, ensuring they receive the nutrition they need.

3. Comfort Items: If your child has a comfort item, such as a favorite blanket, feel free to include it in their bag. Having familiar items can provide a sense of security and comfort during naptime or moments of rest. However, please do not bring toys to the daycare. To ensure a safe and harmonious environment for all children at Enchanted Explorers, we kindly request that parents refrain from allowing their children to bring personal toys from home to the daycare. Our facility is equipped with a variety of age-appropriate toys and materials designed to stimulate creativity, learning, and social interaction.

This policy is in place to prevent potential conflicts, loss, or sharing difficulties that may arise when personal toys are brought into the daycare setting. We appreciate your understanding and cooperation in creating a positive and inclusive space for all children.

4. Weather-Appropriate Gear: Depending on the weather, pack items such as sunscreen, a hat, mittens, or a jacket. We aim to spend time outdoors, exploring and playing, so it's important to be prepared for various weather conditions.

5. Medication and Health Supplies: If your child requires medication or has specific health needs, provide detailed instructions and the necessary supplies. Our staff is trained to administer medication following proper protocols.

6. Label All Belongings: Please ensure that all items, including clothing, containers, and personal belongings, are labeled with your child's name. This helps us keep track of each child's belongings and ensures they are returned to the correct child.

Curriculum and Learning

Program Philosophy

We believe that each child is a unique individual with immense potential for growth and development. Our philosophy is deeply rooted in the latest research-backed curriculum, guided by the understanding that early childhood is a critical period for laying the foundation for lifelong learning and well-being.

- 1. Child-Centered Approach:** We prioritize a child-centered approach that acknowledges and respects the individual needs, interests, and abilities of each child. Our curriculum is designed to be flexible and responsive, allowing children to take the lead in their learning journey while our educators provide guidance and support.
- 2. Play-Based Learning:** Research consistently shows the importance of play in fostering cognitive, social, emotional, and physical development. Our curriculum is enriched with play-based activities that promote creativity, problem-solving, and collaboration. We recognize play as the natural language of children and a powerful tool for exploration and discovery.
- 3. Social-Emotional Development:** We emphasize the development of strong social and emotional skills as a foundation for future success. Our program integrates evidence-based practices to promote emotional intelligence, resilience, and positive relationships. We create a nurturing environment where children feel safe, valued, and encouraged to express themselves.
- 4. STEAM Education:** Incorporating the principles of Science, Technology, Engineering, Arts, and Mathematics (STEAM), our curriculum prepares children for the challenges of the 21st century. We engage children in hands-on, inquiry-based activities that stimulate curiosity, critical thinking, and a love for learning.
- 5. Culturally Responsive Teaching:** We celebrate diversity and recognize the importance of culturally responsive teaching. Our curriculum includes experiences that reflect the rich cultural backgrounds of our children, fostering a sense of belonging and respect for differences.
- 6. Health and Well-being:** A focus on physical health, nutrition, and overall well-being is integral to our philosophy. We provide a safe and clean environment, nutritious meals, and opportunities for physical activity to support the overall health of each child.
- 7. Collaborative Partnerships:** We believe in building strong partnerships with families, recognizing that parents and caregivers are the first and most important teachers in a child's life. Regular communication and collaboration with families are essential components of our program.
- 8. Continuous Professional Development:** Our educators are committed to staying abreast of the latest research and best practices in early childhood education. We invest in continuous professional development to ensure that our team is equipped with the knowledge and skills necessary to provide high-quality care and education.

Typical Daily Routine

Infants Typical Routine

6:00 AM	to	8:00 AM	Arrival and Handwashing Say Good Morning to Friends!
8:00 AM	to	8:30 AM	Wash Hands Breakfast
8:30 AM	to	9:00 AM	Tummy Time or Guided Play
9:00 AM	to	9:30 AM	Story/Circle Time
9:30 AM	to	10:00 AM	Outdoor Play Gross Motor Activities
10:00 AM	to	10:30 AM	Clean Up Wash Hands Snacks
10:30 AM	to	11:30 AM	Nap Time or Quiet Play Time
11:30 AM	to	12:00 PM	Small Group: Sensory Play
12:00 PM	to	1:00 PM	Wash Hands Bottles/Lunch Brush Teeth
1:00 PM	to	2:30 PM	Nap Time or Quiet Play Time
2:30 PM	to	3:00 PM	Wash Hands Snacks
3:00 PM	to	3:30 PM	Music and Movement
3:30 PM	to	4:30 PM	Outdoor Play/Gross Motor Activities
4:30 PM	to	5:00 PM	Clean Up Quiet Time
5:00 PM	to	6:00 PM	Free Play Until Pick Up
<p>Notes: Infants' schedules are determined based on their individual development, need and temperament. Changing diapers and feeding are carried out as needed. Infants are allowed sleep whenever needed as well.</p>			

Toddlers Typical Routine

6:00 AM	to	8:00 AM	Arrival and Handwashing Say Good Morning to Friends!
8:00 AM	to	8:30 AM	Wash Hands Breakfast
8:30 AM	to	9:00 AM	Story Time
9:00 AM	to	9:30 AM	Circle Time
9:30 AM	to	10:00 AM	Outdoor Play Gross Motor Activities
10:00 AM	to	10:30 AM	Clean Up Wash Hands Snacks
10:30 AM	to	11:30 AM	Work Centers
11:30 AM	to	12:00 PM	Small Group: Lesson Plan
12:00 PM	to	1:00 PM	Wash Hands Lunch Brush Teeth
1:00 PM	to	3:00 PM	Nap Time or Quiet Play Time
3:00 PM	to	3:30 PM	Wash Hands Snacks
3:30 PM	to	4:00 PM	Music and Movement
4:00 PM	to	4:30 PM	Outdoor Play Gross Motor Activities
4:30 PM	to	6:00 PM	Free Play Until Pick Up
<p><u>Notes:</u> Diapers are checked regularly (at least every hour) and changed as needed.</p>			

Preschool Typical Routine

6:00 AM	to	8:00 AM	Arrival and Handwashing Say Good Morning to Friends!
8:00 AM	to	8:30 AM	Wash Hands Breakfast
8:30 AM	to	9:00 AM	Circle Time
9:00 AM	to	10:00 AM	Work Centers
10:00 AM	to	10:30 AM	Clean Up Wash Hands Snacks
10:30 AM	to	11:30 AM	Small Group: Lesson Plan
11:30 AM	to	12:00 PM	Outdoor Play
12:00 PM	to	1:00 PM	Wash Hands Lunch Brush Teeth
1:00 PM	to	3:00 PM	Nap Time or Quiet Play Time
3:00 PM	to	3:30 PM	Wash Hands Snacks
3:30 PM	to	4:00 PM	Music and Movement
4:00 PM	to	4:30 PM	Free Play and Clean Up
4:30 PM	to	6:00 PM	Outdoor Play Until Pick Up

School Age Typical Routine (Before and After School)

6:00 AM	to	7:30 AM	Arrival and Handwashing Say Good Morning to Friends!
7:30 AM	to	7:45 AM	Get ready for the School Bus
7:45 AM			School Bus Pick Up
7:45 AM	to	3:00 PM	School
3:15 PM			School Bus Drop Off
3:15 PM	to	3:30 PM	Wash Hands Snacks
3:30 PM	to	4:00 PM	Reading and Homework
4:00 PM	to	5:00 PM	Classroom Game
5:00 PM	to	5:30 PM	Free Play
5:30 PM	to	6:00 PM	Outdoor Play, Clean Up and Departure

Special Programs Field Trips and Events

At Enchanted Explorers, we believe in providing a well-rounded and enriching experience for your child. Our special programs, field trips, and events are designed to enhance their learning, foster social development, and create lasting memories. We understand the importance of variety in a child's routine, and these activities are carefully planned to complement our educational curriculum.

1. Special Programs: Throughout the year, we organize special programs and activities that align with our educational objectives. These may include guest speakers, themed weeks, or special projects. We aim to introduce diverse learning opportunities that stimulate your child's curiosity and creativity.

2. Field Trips: Exciting field trips are scheduled periodically to provide children with hands-on learning experiences outside the daycare setting. These outings may include visits to local museums, parks, farms, or other age-appropriate destinations. Our dedicated staff ensures a safe and enjoyable environment during these trips, promoting both education and exploration.

3. Events and Celebrations: We celebrate various events and special occasions throughout the year, such as holidays, birthdays, and cultural festivals. These celebrations not only contribute to the joyous atmosphere within Enchanted Explorers but also provide valuable opportunities for children to learn about different cultures, traditions, and the importance of community.

4. Parent Involvement: We encourage parents to actively participate in special programs, field trips, and events whenever possible. Your involvement not only strengthens the sense of community but also allows you to witness firsthand the wonderful experiences your child is gaining through these activities.

5. Communication and Permissions: Detailed information about upcoming special programs, field trips, and events will be communicated in advance. Parents will receive permission forms outlining the details of each outing, including the destination, purpose, transportation arrangements, and any special instructions. It is essential for parents to review and sign these forms promptly, ensuring their child's participation in these enriching experiences.

Health and Safety

Exclusion and Illness Policy

To ensure a healthy and supportive environment at Enchanted Explorers Daycare Center, we have a straightforward policy regarding illness for both children, volunteers and staff.

Children: If a child is showing signs of illness such as a fever (100.4)°F, persistent cough, vomiting, diarrhea, unexplained rash (except mild diaper rash) and symptoms of other communicable diseases; parents and guardians will be asked to keep them at home until they've been symptom-free for at least 24 hours. This not only supports the child's speedy recovery but also helps prevent the spread of illness, including communicable diseases, within our daycare community. If a child becomes unwell while at the center, parents or guardians will be notified immediately to arrange for their pick-up.

Staff and Volunteers: Our staff and volunteers are vital parts of our community, and we want to ensure everyone's well-being. If a staff member isn't feeling well (fever, diarrhea, vomiting, etc.), we encourage them to prioritize their health and notify their supervisor as soon as possible. Flexibility in sick leave policies is provided to support staff during such times, and open communication about health concerns is always encouraged.

Communicable Diseases: Communicable diseases such as chicken pox, measles, lice, ringworm, pinkeye, scabies, etc., require documentation from a physician stating that the child/staff/volunteer is clear to return to the Daycare Center.

When the Daycare Center becomes aware of a communicable disease, parents or guardians of all children in care will be notified. This will be done through Brightwheel or via email.

Medication Administration

- Only designated staff members who have completed the required Medication Administration Training (MAT) as specified by Michigan regulations are authorized to administer medications.
- Parents/guardians must provide written consent for each medication, specifying the name of the medication, dosage, and administration instructions.
- All medications, including prescription and over-the-counter medications, must be stored securely in a designated area that is inaccessible to children.
- Medications will only be administered as prescribed or instructed by a licensed healthcare professional.
- Medications will be administered according to the schedule provided by the parent/guardian. Staff will document each administration, including the date, time, and dosage.
- In the event of a medication error or adverse reaction, parents/guardians will be notified immediately. Medications should be stored in their original containers, clearly labeled with the child's name, medication name, dosage, and administration instructions.
- Medications requiring refrigeration will be stored in a designated refrigerator.
- The Center will not administer the first dose of any medication.

Parent/Guardian Responsibilities:

- Parents/guardians are responsible for providing accurate and up-to-date information about their child's medications, including any changes to dosage or administration instructions.
- A Medication Authorization Form, as required by Michigan regulations, must be completed by the parent/guardian for each medication, including a healthcare provider's signature when required.
- Parents/guardians must inform the daycare of any changes to their child's health status or medications promptly.

Emergency Procedures: In case of a medical emergency related to medication administration, appropriate emergency services will be contacted, and parents/guardians will be notified immediately. Staff will follow established emergency procedures outlined in our Emergency Response Plan, adhering to Michigan regulations.

Disposal of Medications: Expired or discontinued medications will be returned to the parent/guardian for proper disposal. Sharps containers will be provided for the disposal of needles or other sharps, following Michigan guidelines.

Nutrition and Food Service Policy

Meals and Snacks

Enchanted Explorers Daycare Center is unwavering in its commitment to providing nutritious and safe meals for the children in our care, adhering rigorously to the guidelines set by the USDA Child and Adult Care Food Program (CACFP). This policy places a special emphasis on the nutritional aspects of our meal service, outlining our dedication to meeting and exceeding the nutrient requirements specified by CACFP standards.

Our tuition covers all meals served at the Center. Refusal of participation in our meal service program does not result in discounted tuition rates.

Meal Planning and Nutrition:

1. Menu Development: Our daycare center meticulously crafts menus that align with the USDA CACFP meal patterns, ensuring that each meal—breakfast, morning snack, lunch, and afternoon snack—provides the appropriate servings from each food group. These menus are developed in advance, emphasizing variety, balance, and nutritional value.
2. Nutrient Requirements: We recognize the critical role of nutrition in the development and well-being of young children. Every meal and snack provided at our center is designed to meet or exceed the nutritional requirements stipulated by the USDA CACFP. This includes offering well-balanced servings of fruits, vegetables, whole grains, proteins, and dairy products.
3. Special Considerations: Dietary modifications may be made for children with medical or special dietary needs, as prescribed by a medical authority.
4. Meal Patterns: The USDA Child and Adult Care Food Program (CACFP) provides specific meal patterns for children based on their age groups. These meal patterns are designed to ensure that children receive the appropriate balance of nutrients for their developmental needs. Here is a summary of the meal patterns for children by age:

Age Group	Breakfast	Lunch	Snacks
Infants and Wobblers (Birth to 11 months)	<ul style="list-style-type: none"> • Infants are encouraged to be breastfed or given breastmilk. If formula-fed, iron-fortified formula is recommended. • When developmentally ready, infants will be introduced to iron-fortified infant cereal, pureed meats, vegetables, fruits. • Infants will be fed on demand and the center will work with parents to establish feeding schedules. 		
Wobblers and Toddlers (1 to 2 years)	<ul style="list-style-type: none"> • Whole Milk • Vegetables and/or Fruits • Whole Grains such enriched bread item or fortified cereal 	<ul style="list-style-type: none"> • Whole Milk • Meat • Vegetables • Fruits • Whole Grains such as whole grain pasta, 	2 of the 5 components: <ul style="list-style-type: none"> • Whole Milk • Protein such as yogurt or cheese • Vegetables • Fruits • Whole Grains

		brown rice, etc.	
Preschoolers (3 to 5 years) and School Aged (6 to 12 years)	<ul style="list-style-type: none"> • 2% Milk • Vegetables and/or Fruits • Whole Grains such as enriched bread item or fortified cereal 	<ul style="list-style-type: none"> • 2% Milk • Meat • Vegetables • Fruits • Whole Grains such as whole grain pasta, brown rice, etc. 	2 of the 5 components: <ul style="list-style-type: none"> • 2% Milk • Protein such as yogurt or cheese • Vegetables • Fruits • Whole Grains
Notes: <ul style="list-style-type: none"> • Dietary modifications may be made for children with medical or special dietary needs, as prescribed by a medical doctor. 			

Supervision: Our dedicated staff members, trained in nutrition and child development, actively supervise all meal and snack times. They serve as positive role models, guiding children to explore and appreciate a variety of foods while ensuring they receive appropriate portions. Furthermore, all staff members involved in food service undergo comprehensive training on proper food handling, sanitation, and adherence to CACFP guidelines. Continuous training ensures that our staff remains informed about the latest nutritional practices, supporting our commitment to providing the highest quality meals for the children in our care.

Allergies and Dietary Restrictions

We take allergies seriously and work to accommodate specific dietary needs. Please communicate any allergies or restrictions to the staff. We will diligently adhere to any medical or dietary plans prescribed by healthcare professionals, and our staff is trained to recognize and respond promptly to allergic reactions.

Snacks from Home Policy

Healthy snacks are provided daily. If you wish to send additional snacks, please ensure they meet our guidelines.

Behavior Management

Positive Discipline Approach

At Enchanted Explorers Daycare Center, we are committed to fostering a positive and nurturing environment for the children in our care. Our approach to behavior management is rooted in positive discipline, emphasizing positive reinforcement and redirection to guide appropriate conduct. We firmly believe that consistent communication between parents and staff is paramount for the effective implementation of our behavior management strategies.

Discipline Procedure

Our teachers work collaboratively with parents and students to cultivate behaviors that align with the standards set within our facility. While nurturing a supportive learning environment, teachers reserve the right to employ fair discipline when necessary. Our approach involves a tiered system aimed at correcting behaviors, ensuring a gradual and constructive process.

Warning: Verbal warnings are employed to address minor infractions, providing students with an opportunity to learn and understand expected behavior. These may be issued for actions such as inappropriate language, biting, throwing toys, or distracting peers during learning activities.

Written Warning: When behaviors persist or escalate, students may receive written warnings, indicating a more serious level of intervention. Parents are informed of these written warnings, enabling them to actively support their child in addressing and rectifying the behavior. Written warnings may be issued for actions like violence, repetitive unacceptable behavior, or consistent distraction from peer learning.

Suspension: In cases where written warnings do not bring about the desired change, or if a student's behavior poses a risk, suspensions may be implemented. Suspensions are a measure to provide both the child and the staff with the necessary time and space to reassess and address persistent issues.

Expulsion: In extreme cases, expulsion may be considered if a student continues to exhibit severe behavior even after multiple suspensions. The decision for expulsion rests with the director and is made after careful consideration of the child's overall conduct within the daycare.

Corporal Punishment

At Enchanted Explorers Daycare Center, we categorically prohibit corporal punishment. We define corporal punishment as any form of physical pain inflicted on a child for behavior control, including spanking, hitting, shaking, slapping, thumping, or pinching. Such practices are strictly forbidden and will not be tolerated under any circumstances.

Child Abuse Prevention

Our daycare center is dedicated to creating a safe and loving environment for all children. To ensure the well-being of those in our care, we have implemented policies focused on child abuse prevention. All employees are mandated reporters and are required to report any suspected child abuse promptly. We

maintain an open-door policy, allowing parents access to programs at any time, and we actively encourage open lines of communication between parents and staff.

Reporting Child Abuse and Neglect

All employees are obligated to report any suspected child abuse promptly. If an employee has concerns, they are encouraged to speak with the director as soon as possible. It is important to note that caregivers making reports in good faith are protected from retaliation by our policy.

Guidance Techniques

Our staff is well-trained in positive guidance techniques that emphasize communication and empathy to address behavioral challenges. This approach aims to create a supportive and understanding environment that fosters positive behavior in children.

Communication with Parents

We highly value open communication with parents regarding their child's behavior. Parents are encouraged to inform us of any changes or concerns at home that may impact their child's behavior. This collaborative approach ensures that we work together to provide the best possible care for each child in our center. We value open communication regarding your child's behavior. Please inform us of any changes or concerns at home that may affect your child's behavior.

Communication Channels

Brightwheel App

Daily reports on a child's activities and other routine communication is relayed to the parents via the Brightwheel app. More sensitive information may be relayed by sending the message to the Admin group in Brightwheel. The Admin group is composed of the director, program director, and other administrative personnel. However, we encourage parents to send these types of information via email to director@enchanteddaycare.com.

Telephone

Parents may reach the director or person-in-charge by telephone during business hours.

Newsletters and Notices

Regular newsletters and notices will keep you informed about upcoming events, activities, and any important updates. These will be distributed by email or through Brightwheel. In addition, newsletters and notices will be posted on our information board and may also be posted on our website.

Parent-Teacher Conferences

Scheduled conferences provide an opportunity to discuss your child's progress, address concerns, and set goals for their continued development.

Parent Notification Plan for Accidents, Injuries, Incidents and Illnesses

In the event of accidents, injuries, incidents, or illnesses, transparent communication with parents or guardians is paramount. This notification plan outlines the procedures for informing parents about such occurrences and ensuring timely and accurate updates.

Minor Accidents/Injuries: For minor incidents that do not require immediate medical attention, parents will be notified at the time of pickup or through a written note in the child's daily report on Brightwheel. Staff will provide a brief description of the incident, the actions taken, and any recommended follow-up care.

Serious Accidents/Injuries: In the case of significant accidents or injuries requiring immediate medical attention, parents will be contacted promptly via phone. Emergency services will be called, and parents will be informed of the situation, the steps being taken, and the designated medical facility where they can meet their child.

Minor Incidents (Behavior or Environmental): For minor behavioral incidents or environmental issues, parents will be informed at the time of pickup or through a written note in the child's daily report on Brightwheel. The note will include a brief description of the incident, any actions taken to address it, and strategies for preventing recurrence.

Serious Incidents (Behavior or Environmental): In the case of serious behavioral incidents or environmental concerns, parents will be contacted promptly via phone. A detailed explanation of the incident, interventions applied, and any recommended strategies for addressing the issue will be provided.

Minor Illnesses: For minor illnesses such as a mild cold or common illness, parents will be notified at the time of pickup or through a written note in the child's daily report on Brightwheel. Information about symptoms, any provided care, and recommendations for home care will be communicated.

Contagious Illnesses: In the case of contagious illnesses or more severe health concerns, parents will be contacted promptly via Brightwheel. Details about the illness, steps taken to isolate the child, and recommendations for seeking medical attention will be provided.

Communication Mediums:

- Notifications will primarily be made through phone calls for immediate and critical incidents.
- Written notes will be provided for less urgent matters, and detailed information will be included in the child's daily report on Brightwheel.

Follow-Up Communication: For all incidents, follow-up communication will occur as necessary, providing updates on the child's condition, any additional steps taken, and recommendations for ongoing care or prevention.

Documentation: All incidents, injuries, and illnesses will be documented in the child's records, ensuring accurate and complete information is available for parents, staff, and relevant authorities. In case of emergencies, we will use the contact information provided. Please notify us of any changes to contact information promptly.

Facility and Equipment

Safety Measures

Our facility undergoes regular safety inspections. Emergency exits, fire extinguishers, and first aid kits are strategically placed for quick access.

Outdoor Play Areas

Supervised outdoor play is an essential part of our program. Please ensure your child is dressed appropriately for outdoor activities.

Maintenance and Cleanliness

Our facility is regularly cleaned and maintained to provide a safe and hygienic environment for all children.

Emergency Procedures

Evacuation Plans

Detailed evacuation plans are posted in each room and in the licensing book. Regular drills ensure that both staff and children are familiar with emergency procedures.

Emergency Contact Information

Please keep your emergency contact information updated to ensure we can reach you promptly in case of an emergency.

Inclement Weather Policies

In case of severe weather conditions, we will follow specific procedures outlined in our inclement weather policy. Please stay informed about any closures or delays.

Feedback and Concerns

Open Door Policy

Our open-door policy encourages parents to visit and observe their child's activities at any time. Your feedback and suggestions are always welcome.

Grievance Procedure

If you have concerns or grievances, please follow our grievance procedure outlined in the attached document. We are committed to resolving issues promptly and amicably.

Parent Surveys

We value your input. Periodic surveys will be distributed to gather feedback on our programs, facilities, and overall experience.

Closing Policies

Holidays and other Scheduled Closures

Please refer to the annual calendar for scheduled holidays and scheduled closures. We appreciate your understanding and cooperation.

Transportation Policy

This policy outlines the procedures, guidelines, and safety measures in place to ensure the well-being of the children during transportation to and from the daycare center and on any off-site excursions.

Authorized Personnel: Only designated and qualified personnel, who have undergone thorough background checks and possess valid driver's licenses, are authorized to operate daycare vehicles.

Vehicle Safety: All daycare vehicles will undergo regular maintenance and inspections to ensure they are in optimal working condition. Vehicles will be equipped with age-appropriate safety seats, seat belts, and any necessary safety features to secure children during transportation.

Driver Responsibilities:

- Drivers will strictly adhere to traffic laws, speed limits, and all safety regulations.
- Drivers will conduct a pre-trip inspection before each journey to ensure the vehicle's safety features are in proper working order.
- Drivers will not use mobile phones or engage in any distracting activities while driving.

Transportation Routes:

- The daycare center will establish predetermined transportation routes that minimize travel time and ensure the safety of the children.
- Parents or guardians will be informed of the scheduled transportation routes and pickup/drop-off times.

Parental Consent:

- Written consent from parents or guardians is required before a child is transported.
- Parents will be informed in advance of any off-site excursions and must provide consent for their child's participation.

Child Loading, Unloading, and Counting Procedures:

- Children will be loaded and unloaded in a designated and supervised area.
- Before departure and upon arrival at the daycare center, designated staff members will conduct a thorough count of children to verify that all children are present.
- A visual and verbal check will be performed to confirm the presence of each child.
- Drivers and accompanying staff will ensure that all children are safely secured before the vehicle is in motion.
- Drivers and accompanying staff will utilize checklists or rosters containing the names and details of all children on the vehicle.
- Checklists will be reviewed before departure and upon arrival to ensure that no child is left behind.
- Multiple Checks:
 - Before departing from any location, multiple staff members will independently verify that all children are on the vehicle.
 - Similar multiple checks will be conducted upon arrival at the daycare center or any destination.
- Buddy System: Implementing a buddy system during transportation, where children are paired with a buddy, fosters additional awareness among the children and staff.
- Clear communication protocols will be established between the driver and accompanying staff to confirm the presence of all children before the vehicle is set in motion or upon arrival.
- Any discrepancies will be immediately addressed, and a recount will be conducted.

Emergency Procedures:

- Drivers and staff will be trained in emergency procedures, including evacuation protocols and first aid.
- A first aid kit and emergency contact information for each child will be kept in each daycare vehicle.

Incident Reporting: In the event of any transportation-related incident or accident, parents will be promptly notified. A detailed report will be documented and made available to parents upon request.

Weather Considerations: Transportation services may be modified or suspended in the case of severe weather conditions that pose a risk to the safety of the children.

Field Trips:

- Separate permission slips will be provided for field trips, outlining details of the excursion and transportation arrangements.
- The daycare center will ensure an appropriate staff-to-child ratio during field trips.

Communication with Parents:

- Open communication will be maintained with parents regarding any changes in transportation schedules, routes, or procedures.

- Parents are encouraged to inform the daycare center of any changes in transportation arrangements or emergency contact information.

Notice Regarding the Licensing Book

This child care center maintains a licensing notebook of all licensing inspection reports, special investigation reports, and all related corrective action plans.

The notebook will be available to parents or guardians for review during regular business hours.

Licensing inspection and special investigation reports from at least the past two years are available on the Bureau of Children and Adult Licensing website at www.michigan.gov/michildcare.

Acknowledgment of Receipt

By signing below, you acknowledge that you have received and read the Enchanted Explorers Daycare Center Parent Handbook. Please keep this handbook for your reference and contact us with any questions.

Parent/Guardian: _____ Date: _____

Parent/Guardian: _____ Date: _____

Enchanted Explorers Representative: _____ Date: _____

Thank you for choosing Enchanted Explorers Daycare Center. We look forward to partnering with you in the growth and development of your child.