Welcome/Philosophy/Goals

Welcome to Little Wings Childcare Center. Little Wings is a self-supporting childcare program affiliated with St. Johns Public Schools licensed by the State of Michigan. Our program is designed to accommodate those children attending St. Johns Public Schools and schools in the surrounding areas. We care for children aged 6 weeks to 5 years old.

Little Wings addresses the needs of children and fosters the growth in social emotional, cognitive, language, physical and early literacy skills. Our approach is designed to encourage children to explore through play based experiences in a safe and healthy environment.

At Little Wings, we believe....

That each child is strong, competent and capable individual full of ideas and knowledge.

That all children have the right to a safe, loving and nurturing environment in which to grow and develop.

That open and honest communication among staff and families is a cornerstone to positive experience for children.

Goals

1. Provide a safe and healthy environment.
2. Dependable care for families and children.
3. Foster the growth and development in each child.
4. Create a positive and supportive relationship with both the children and the family.

Location

101 West Cass Street St. Johns MI 48879

Hours of Operation

Little Wings Childcare Center is open Monday through Friday from 6:30 a.m. to 6:00 p.m.
We are open year round; however we are closed for some Holidays and School Breaks. Parents are required to pay for these days in addition to days in which the center closes for inclement weather. This is because our billing cycle is based on twenty days per month (4 full weeks) and a few months have more than twenty days. Charging for holidays, breaks and center closings make up for the days of the year that parents are not charged for due to the extra days within some months.

A questionnaire will be sent out yearly to all families to determine if childcare will be needed during SJPS’s Christmas break. Little Wings will close on the days in which the center will have low attendance (in addition to Christmas Eve, Christmas Day, New Year’s Eve and New Year’s Day). If parents choose to keep their child home during the entire break they will be charged 75% for December. If they choose to bring their child to Adventure Club/Little Wings during any portion of Christmas break they will be charged for the entire month.

We are closed on the following Holidays and School Breaks:
- Labor Day
- Thanksgiving and the Friday after
- Christmas break (the days will be determined yearly)
- Spring Break
- Memorial Day
- 4th of July (the days will be determined yearly)

**Program options**

Full Day Care: 6:30 a.m. to 6:00 p.m.
Half day Care- 6:30 a.m. – 12:30 p.m. or 12:00 p.m.-6:00 p.m.

Families enrolled in full time care receive 2 paid vacation days. In order for the vacation time to be applied a two weeks written notice must be approved by the Program Director.
**Little Wings Ratios**

*For children ages 0-29 months old, the ratio is 1 to 4.  
*For children ages 30-35 months old, the ratio is 1 to 8.  
*For children age 36 months old, the ratio is 1 to 10.  
*For children ages 48 months old, the ratio is 1 to 12.

**Enrollment Requirements**

We do require that the parent/guardian and their children come and visit our center prior to enrollment. This visit allows your child/children to become familiar with our center and staff members.

A non-refundable $30 registration fee ($45 per family) will be charged upon enrolling in our program along with a $30 (per family) equipment fee.

Two half days are required for enrollment.

Families wishing to enroll their child/children must complete and provide the following documents:

- Registration form and fees  
- Parent contract  
- Emergency card (Completely filled out)  
- Permission forms  
- Health appraisal/physical form and up to date immunization record  
  - Handbook received form  
  - All about me form

** Spaces are not held by a verbal contract, registration fee and deposit must be paid in order to hold a spot**

Enrollment priority is given to full time care.
**Wait list**

In the event that Little Wings does not have room for your child or children to begin when care is needed a wait list will be utilized. Families will be placed on the waitlist in the order the request was received. When room opens up for your child or children to attend a call will be made to you. You will then have 48 hours to make the decision if you wish to enroll in the program. Multiple calls will not result in adding your name to the top of the list. Please be patient, calls will be made to you when an open spot is available.

**Schedule Changes**

You may change your child’s schedule **up to 4 times per year**. After that, a $5 fee per change will be assessed.

If you wish to change your child’s schedule, you must do so in writing and state the date you would like the new schedule to take effect. Until we receive this notification, the previous schedule will continue. Please submit your schedule change at least two weeks in advance of when you would like it to begin.

**Withdrawal from Program**

You may withdraw your child from Little Wings Childcare Center according to the following guidelines:

1. Notify the Director in writing **at least two weeks in advance** of the last day of attendance.
2. All unpaid fees must be paid in full upon withdrawal.

Until withdrawal notification is received, you will continue to be responsible for your regular tuition.

Little Wings Childcare Center may discontinue care, with or without notice, for the following reasons:

1. Accounts not being kept current
2. Discipline/behavior issues
3. Not following the center’s policies
Summer Leave

Families wishing to have their child or children out of care for the summer must provide written documentation two weeks prior to leaving. A return date must be provided in the documentation. A re-enrollment fee will be charged. In order to save a spot for the summer, a fee of $20 dollars biweekly will be charged to your account. This will ensure that a spot will be available for your child when returning for the fall.

Tuition Payment and Billing

Billing is calculated according to enrollment, not your child’s attendance. A billing statement will be put in your child’s mailbox once a month. All payments must be made by the 1st of every month (for care to be received).

If you have more than one child attending, the child attending most often or the youngest will be charged the regular tuition rate and any additional children will receive a 20% discount on their tuition rate.

Please make checks payable to Little Wings. On the memo line of the check, please include your child’s name(s) and the period covered by the payment.

You may make your payment online as well at www.TuitionExpress.com

You may also bring in your payment to the main center and put it in the payment mailbox. The payment mailbox is located by the parent station.

Payments can be mailed to:

Adventure Club/Little Wings
501 W. Sickles
St. Johns, MI 48879

*Little Wings is not responsible for payments that are sent through your child.*
Accounts must be kept current. In the event that your tuition has not been paid on or before the 1st of the month, a late fee of $30.00 will be assessed and added to your account balance. If your account is not kept current, Adventure Club/Little Wings reserves the right to suspend your care until your account is made current.

Adventure Club/Little Wings accepts families that require Department of Human Services (DHS) assistance. However, an approval notification letter must be sent to Adventure Club/Little Wings BEFORE the child/children attend. Adventure Club/Little Wings charges more per hour than DHS covers, therefore, we require $100.00 per child, per month, to cover the difference. We reserve the right to change this amount accordingly to cover your cost for care.

ARRIVAL AND DEPARTURE

You are required to accompany your child in the building when dropping off and picking up. Parents/guardians must sign children in and out of the center each day. The sign in station is located on the computer next to the Parent Station. Please note that only persons who are listed on the child’s emergency card may pick up. Please update your emergency card as needed. We do ID to ensure the safety of all children.

**We will not release your child to anyone who is not listed on the emergency card.**
Late Pick Up

Little Wings closes at 6:00 p.m. Promptness in picking up your child/children is appreciated. A late fee of $1.00 per minute per child past 6:00 p.m. will be billed to your account.

If you know that you are going to be late for any reason, we suggest that you call someone listed on your child’s emergency card and have them pick up your child. Please contact Little Wings to let us know who will be picking up your child.

Reporting Absences

Please call us if your child/children will be absent.

- Director = 989-227-5311
- Infant Room = 989-227-5319
- Toddler 1 Room = 989-227-5317
- Toddler 2 Room = 989-227-5318
- Young Pre-K Room = 989-227-5315
- 4 & 5 Room = 989-227-5314
- Adventure Club
  - Gateway = 989-640-6068
  - Oakview = 989-640-4198

CUSTODY

Parents/guardians who have legal restrictions on custody of their child or children must bring copies of the appropriate legal documents to the director. A copy of documentation will be kept in the child’s file.

NO SHOE POLICY IN INFANT CLASSROOMS

In an effort to assure floors are clean for young crawlers, shoes are not permitted in the Infant classrooms. Parents and visitors must remove their shoes before entering.
Toys from Home

Children’s security items such as a small stuffed animal or blanket is allowed; however, we ask that you leave your child’s toys at home.

Show and tell

Each classroom has a show and tell day where students are allowed to bring in item to show this can be a toy on that day. Teachers/caregivers provide a space in the classroom where the item can be kept. We are not responsible for lost or broken toys.

Items to bring for Infants and Toddlers

Breakfast
Lunch
Drinks labeled with the contents and child’s first and last name and date
Diapers
Wipes
Diaper Cream
Extra Set of Clothes labeled with child’s name
Pacifier
Small pillow and blanket for children 12 months and older

You may leave extra items in your child’s cubby.

Items to bring for older children:

Breakfast
Lunch
Drinks-labeled with the contents and child’s first and last name and date.
A small blanket and pillow for rest time labeled with child’s name.
Extra clothes labeled with name.

Sleeping Procedures/Policies

Infants will sleep in cribs that have been approved by the licensing department. Infants sleep alone in a crib.

- The cribs will have tight fitting sheets that are washed weekly. You may bring a sleep sack from home to use during sleep. Infants will be moved into their cribs when they fall asleep. Infants are not allowed to sleep in highchairs, strollers, bouncy sheets etc.
- Infants and children under 18 months of age sleep on demand
The Lead Teacher and Caregivers in the infant room will constantly monitor infants as they sleep.

- If the infant cannot sleep in a crib for medical reasons, please provide us with a signed note from a physician explaining an alternative sleep position and/or special sleeping arrangements for the infant.
- Children under the age of three years old are provided the opportunities’ to rest.
- Quiet time is offered to children under the age of five years old when they are in care for five or more hours.

**Sunscreen/bug spray**

A sunscreen and insect repellent permission form will be sent home annually. If you choose to have your child wear sunscreen and insect repellent, you will need to provide it. Both can be kept at the center throughout the summer. Please label your child’s sunscreen/insect repellent and give it to one of the Lead Teachers/Caregivers in your child’s classroom.

**TOILET TRAINING**

Children begin toilet training at Little Wings when it is developmentally appropriate. Teachers and parents will discuss how best to approach toilet training at home and in the classroom. Parents are encouraged to support toilet training at home when their child is engaged in toilet training at Little Wings. When your child is toilet training, please keep extra clothing in your child’s cubby, including underwear, shorts or pants, socks, and shoes. Soiled clothing is placed in a plastic bag and sent home each day. Teachers/caregivers and children will wash hands after each diaper change or toilet use.

**Birthday and Holiday celebrations:**

You are welcome to send a treat for your child’s class on his/her birthday. Please let the Lead Teacher know at least one (1) day in advance. Cookies, Donut Munchkins, mini cupcakes or other small, easy to eat finger foods are acceptable.

Please save the large cakes, large, overly frosted cupcakes, ice cream and balloons for home celebrations.
Parent communication

- At drop off and pick
- Daily Sheets for Infants and Toddlers
- Newsletters
- Phone calls home
- Family surveys will done yearly to help our center grow and meet the needs of our families.
- Parent station

**If you need to get ahold of your child’s teacher/caregiver please call the classroom. **

Little Wings Transition Procedure

A child is “transitioned” when he/she is moved up to another classroom/age level as set by the state licensing standards. Transition guidelines will be followed to ensure a successful transition for each child.

Transitions are based on the child’s

- age
- developmental level
- social skills
- schedule or program attendance

This procedure is subject to change according to the needs of the child and the center.

KINDERGARTEN TRANSITION

Kindergarten transition is one of the many goals of the four-year-old preschool program. Children are given the opportunity to visit a kindergarten classroom and have lunch in an Elementary school cafeteria.
Field Trips

Walking field trips will be taken periodically to nearby places and are considered an important part of the educational program. The same responsible adult supervision will be provided for those trips as are available to the children while in attendance at the Center.

Parents will be notified in advance of all field trips away from the Center and a separate permission slip must be signed prior to the trip. Students are strongly encouraged to wear sneakers on all field trips. Toys, electronic devices, games, and other such items should not be taken on trips. Little Wings will not be held liable for any lost, damaged, or stolen items on field trips.
Sample Daily Schedules

Little Wings Infant Sample Daily Schedule

This is a guideline. It is open to ideas from the children and is set up to promote learning through play and exploration. There are NO strict time frames. Diapers are checked every 2 hours and changed as needed. Infants, young toddlers eat and sleep on demand.

6:30-8:00 Arrivals individual feeding

8:00 – 8:30 Exploration, tummy time, reading books.

  8:30 – 9:00 Diapering

  9:00 – 9:30 Tummy time

  9:30 – 10:00 Outside Weather permitting

  10:00 -11:30 Nap time

  11:30 – 12:00 Reading time

  12:00 – 12:30 Individuals feeding

  12:30 – 1:00 Diapering

1:00 – 2:00 outside walk (weather permitting)

  2:00 – 2:30 Bottles

  2:30 -3:00 Diapering

  3:00- 4:00 Nap time

  4:00 – 4:30 Snack

  4:30 – 5:00 Diapering

  5:00 – 6:00 free play
Little Wings Toddlers Sample Daily Schedule

This is a guideline. It is open to ideas from the children and is set up to promote learning through play and exploration. There are NO strict time frames. Diapers are checked every 2 hours and changed as needed. Infants, young toddlers eat and sleep on demand.

6:30-7:30 ARRIVALS/GREETINGS/OPEN ROOM EXPLORATION
7:30-8:15 BREAKFAST/WASH HANDS
8:15-9:00 GROUP/STORIES/ACTION SONGS/FINGER PLAY
9:00-9:30 MORNING SNACK/WASH HANDS
9:30-10:00 MUSIC AND MOVEMENT LARGE MOTOR ACTIVITIES
10:30-11:00 OUTDOOR TIME (WEATHER PERMITTING)
11:00-11:45 PREPARE FOR LUNCH/WASH HANDS
11:45-12:00-TABLE TOP IDEAS
12:00-2:45 REST TIME
2:45-3:15 AFTERNOON SNACK/WASH HANDS
3:15-4:00 OUTSIDE (WEATHER PERMITTING)
4:00-4:45 ART/SENSORY ACTIVITIES
4:45-6:00 TABLE TOP IDEAS, OPEN EXPLORATION, STORIES
Example YPK and 4 & 5 Year olds

6:30 - 7:30 Hello’s/Open exploration
7:30 - 8:15 Breakfast/Handwashing
8:15 - 9:00 Small group and Open Exploration
9:00 - 9:30 Snack/Wash hands
10:00 - 10:45 large group time, story, large motor, art, science
10:45 - 11:15 Outdoor weather permitting
11:15 - 12:00 Lunch/Wash hands
12:00 - 2:30 Quiet activities/rest time
2:30 - 3:00 Table top toys, fine motor activities
3:00 - 3:30 Snack/ wash hands
3:30 - 4:00 outside weather permitting
4:00 - 6:00 Sensory table, large motor, music and movement. Good byes’
Outdoor Policy

Active outdoor play is a basic component of our program and the children go outdoors throughout the year. The Director and Lead Teachers use reasonable discretion in deciding if weather conditions are appropriate for outdoor play; if rain and wind-chill temperatures are lower than 20 degrees F or hotter than 85 degree F, children will be kept indoors.

If a child is to be kept indoors for medical reasons, parent must provide the center with a signed and dated letter from his or her doctor outlining the conditions of the restriction.

SUPERVISION

Supervision Skills and Methods:
Our approach to supervision includes the following components:

- **Awareness** requires a knowledge of the children in the classroom, including knowing each child’s range of skills, interests, ability to interact with others and developmental stage. Knowledge of the children in the classroom helps teachers to monitor and enhance skills that promote children’s positive behavior. When a child is upset, an adult immediately investigates the cause of the problem.

- **Positioning** involves being able to see all of the children. Staff position themselves to be aware of the entire classroom. All children are monitored by sight and/or sound at all times. When a child needs attention, teachers do not talk across the room, but move to where the child is.

- **Scanning** involves regularly glancing/moving around the classroom and playground to see children’s involvement and what is happening and maintaining an accurate mental headcount.

- **Redirection** is a pre-emptive means for preventing undesirable or unsafe behavior from occurring. Children are redirected to other areas/activities when undesirable behavior is imminent or occurs. This technique helps ensure the safety of all children.

Infant, One’s and Two’s Supervision

- Staff supervise infants, one’s, and two’s by sight and sound at all times.
- At least one staff member will be able to see the children at all times.
• Staff are aware of the entire room and rotate position as needed.
• **Staff go in the bathroom with the children when the children are using the toilet.**

**Preschool Supervision**

• Staff supervise children primarily by sight and are aware of where children are at all times.
• Staff scan the entire classroom in order to observe what is happening. Teachers position themselves in order to see the entire classroom.
• Staff are aware of each child in order to maintain a safe environment.
• Staff will be aware of children in the bathroom and monitor them.

**Playground Supervision**

All children, including infants, must spend some time outside at least once per day, weather permitting. Infants may be taken outside to play in a protected area or taken on a walk in a stroller or buggy.

Staff position themselves near large equipment.

Staff will position themselves in different zones of the playground to ensure that all areas are well supervised.

Staff supervision focus is interaction with children and promoting safe play; informal visiting among staff is not permitted.

Playgrounds should be continually monitored for trash, debris, and broken toys. If toys are broken they should be removed from the playground and discarded.

**Discipline Policy**

Little Wings uses discipline as a means of encouraging self-control and self-direction, rather than as a punishment for unacceptable behavior. We provide discipline in the form of positive guidance rather than punishment. Children will be guided toward self-discipline through the use of skilled techniques which will include:

• Setting limits on what is acceptable and not acceptable behavior and providing alternatives for unacceptable behavior
• Enforcing limits with related consequences
• If a child is acting inappropriately, then a verbal warning will be given and behavior reflections will be used. If this warning is not effective, the child will be redirected to another activity (depending on the age of the child and his/her behavior).
• If the conflict is between two older children, they will be encouraged to verbalize the problem and find a solution together. The teacher/caregiver will act as a mediator.
• “Time away” is only used as a last resort to help children older than 3 years old to calm down to stop aggressive behavior. The calm down time only lasts as long as it takes for the child to calm down and helps the child to gain a sense of control.
• Communication between the teacher/caregiver and the parents in these matters is important. A behavior report may be necessary and require a parent’s signature.
• If a child’s aggressive behavior is continuous and/or detrimental to either his/her own well-being and safety or the well-being and safety of other children, then the situation will be addressed and discussed with the parents as to what should be done next to help the child.
• If the child’s presence poses a threat to the physical or emotional well-being of the other children or staff, suspension or dismissal from the program may occur. (We will exhaust all other options before proceeding with this action.)
  *This system may also be used at the Directors discretion*

Techniques that will not be used include:
  • Physical force
  • Restricting the child’s movement by binding or tying
  • Using emotional cruelty
  • Withholding necessary food, rest or toilet use
  • Confining the child in an area such as a closet or locked room

If your child has a minor discipline problem, you may not always be contacted. There are situations that we can solve without having to involve the parent. However, if the situation continues to occur, a teacher will talk with you.

In the case of severe discipline problems, a conference with the Director and parent will be arranged. We feel open communication between parent and staff is vital to improve and resolve the behavior in question.
Medication Procedures

The Director or Lead Teacher (or designated Caregiver) will administer medication (prescription or non-prescription) only:

➢ If the parent and doctor have given written permission on an “authorization for the administration of medication by school personnel form”. This form is needed for both prescription and non-prescription medication.
➢ If the medicine is in its original container.
➢ If the prescription medicine has the pharmacy label indicating the physician’s name, child’s name, instructions, name and strength of the medication.

The medicine (prescription or non-prescription) will be:

➢ Stored according to instructions
➢ Kept out of children’s reach
➢ Given/applied to the child as directed

A record as to the time, amount of medication given or applied, who gave/applied the medication and who witnessed the medication being given/applied will be kept on file.

Topical non-prescription medication including, but not limited to, sunscreen and insect repellent requires written parental authorization annually.

Health Records

All children enrolled at Little Wings must provide a current certification of immunizations and a health physical before the child may enter the classroom. Parents receive notice 30 days prior to the expiration date of the Certificate of Immunization and physical forms. Health records must be updated according to the State of Michigan Child Care regulations.

Notification of Illness

If your child becomes ill at Little Wings Childcare Center, you will be notified immediately. It is very important for you or another designated person to pick up your child right away (within the hour). If you are unable to leave your job, you must have another person designated to pick up your child in case of illness. Please be sure that this person is listed on the emergency card. This policy is in place for the benefit of the sick child as well as for the other children at Little Wings.
When should I keep my child home?

Infections, colds, and viruses can spread quickly in a childcare environment. If your child exhibits any of the following symptoms, listed on the chart below please keep the child home. If you feel you need to give your child ibuprofen/fever reducers before coming to childcare—then they should probably stay home. This policy will be strictly adhered to.

**Sick Policy**

<table>
<thead>
<tr>
<th>Symptoms</th>
<th>May Return When</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) <strong>Fever</strong> (100.0 or higher)</td>
<td>1) Fever registers below 100.0 for at least 24 hours without medication</td>
</tr>
<tr>
<td>Child will be sent home when a fever of 100.0 or higher is present</td>
<td></td>
</tr>
<tr>
<td>2) <strong>Sore Throat</strong></td>
<td>2) A physician determines the cause and that no strep infection exists and the throat is healed</td>
</tr>
<tr>
<td>Child will be sent home if he/she complains of severe sore throat pain</td>
<td></td>
</tr>
<tr>
<td>3) <strong>Vomiting</strong></td>
<td>3) When the child has not vomited for at least 24 hours</td>
</tr>
<tr>
<td>Child will be sent home if he/she vomits</td>
<td></td>
</tr>
<tr>
<td>4) <strong>Diarrhea</strong></td>
<td>4) When the child has not had diarrhea for at least 24 hours</td>
</tr>
<tr>
<td>Child will be sent home after 2 episodes of diarrhea within 1 hour</td>
<td></td>
</tr>
<tr>
<td>5) <strong>Herpes or Cold Sores</strong></td>
<td>5) When sores have completely scabbed over and antibiotic ointment has been used for 24 hours</td>
</tr>
<tr>
<td>Child will be sent home until sores are scabbed over</td>
<td></td>
</tr>
<tr>
<td>6) <strong>Pink Eye</strong></td>
<td>6) When eye drops prescribed by a physician have been used for 24 hours</td>
</tr>
<tr>
<td>Child will be sent home when there is a presence of eye discharge</td>
<td></td>
</tr>
<tr>
<td>7) <strong>Chicken Pox</strong></td>
<td>7) When all sores are completely scabbed over with clearance from a physician</td>
</tr>
<tr>
<td>Child will be sent home if chicken pox is suspected</td>
<td></td>
</tr>
<tr>
<td>8) <strong>Lice</strong></td>
<td>8) All nits (eggs) and lice have been removed from the child’s hair and treated properly</td>
</tr>
<tr>
<td>Child will be sent home if lice or nits are found</td>
<td></td>
</tr>
<tr>
<td>9) <strong>Hand, Foot and Mouth Disease</strong></td>
<td>After the fever has subsided and all of the sores are completely scabbed over</td>
</tr>
<tr>
<td>Child will be sent home if there are sores in the his/her mouth or on their hands and feet</td>
<td></td>
</tr>
<tr>
<td>10) <strong>Rash</strong></td>
<td>10) When a physician determines the cause and a note from the physician confirming the rash is not contagious is brought in.</td>
</tr>
<tr>
<td>Child will be sent home if he/she has any rash on their body</td>
<td></td>
</tr>
</tbody>
</table>
This list is not all inclusive. If there is an illness your child experiences that is not on this list and it could be detrimental to the safety and well-being of the other children and/or your child to stay in our care, then you will be notified to come and pick up your child.

Health and Safety Policy

The staff will do everything possible to prevent the spread of childhood illness in the center including:

➢ Not allowing sick children to be in care at the center
➢ Separating children who become ill from the other children while waiting for the parents
➢ Hand washing procedures are posted and practiced by both staff members and children before eating, after using the bathroom and after outdoor play
➢ Disinfecting tables prior to eating and at the end of each day
➢ Teaching the children about the spreading of germs and how to prevent it
➢ Cleaning/disinfecting the toys, chairs, sleeping equipment, door knobs and activity areas with disinfectant on a regular basis

Hand Washing Procedure

Staff and volunteers will clean hands with soap and running water for at least 20 seconds at the following times: prior to starting the workday at the center, prior to care of children, re-entering a room, before preparing and serving food and feeding children, before giving medication, after diapering, after using the toilet or helping a child use the toilet, after handling body fluids, after handling animals/pets or cleaning cages, after handling garbage, or when soiled.

Staff and volunteers will assure that children wash their hands with soap and running water for at least 20 seconds at the following times: before snacks, meals or food preparation experiences, after toileting or diapering, after handling animals/pets, or when soiled.

Child Protection Law

We are mandated by the Child Protection Law of Michigan and by St. Johns Public Schools, to report to Department of Human Services or to Child Protection Services any “suspected case of abuse, neglect, child sexual abuse or sexual exploitation.” For the sake of the child, we recommend that the child remain in attendance at the center throughout the investigation.
Pictures

Periodically, we take pictures of children participating in different Little Wings activities or special events. Sometimes these pictures may be displayed in a presentation or used on our website, in flyers, brochures, or other publications concerning Little Wings. Please check the appropriate box on the permission form to let us know whether or not you are comfortable with your child’s picture being displayed.

Movie Policy

Sometimes on special days, Little Wings will watch a movie. All movies viewed at Little Wings are rated G. During these times, your child will be given other activity options to do besides watching the movie if they choose. If you do not want your child to watch movies, please give a written notice to the Director. Staff are required to document the movies that are watched and for how long. Children under the age of two years old are not allowed to watch movies or media.

Parking

For the safety of our children please do not park in no parking zones. Please park in the child care pick up and drop off zones only.

Pesticides

If for any reason the building or any portion of the building requires a pesticide application, the following shall occur:
A) As required by the State of Michigan law, you will receive advance notice regarding the non-emergency application of a pesticide such as an insecticide, fungicide, or herbicide, other than a bait or gel formation, that is made to the school or daycare grounds or buildings during this school year.
B) Advance notification of pesticide applications, other than bait or gel formation, will be given by at least 2 methods.
Food Policy

Parents are expected to provide breakfast (if your child arrives before 8:00 a.m.) and lunch daily. Two Snacks will be provided by the center.

If your child is in the infant room ALL food must to be labeled with child’s first and last name and contents (unless clearly stated on the packaging).

If you bring homemade baby food, you will need to label what the food is and the date it should be used.

If your child is in either of the toddler rooms, YPK or the 4 & 5 classroom, as long as their lunch bag is labeled with their first and last name you do not have to label the food inside.

Any food outside of a lunch bag MUST be labeled with child’s first and last name, contents, and when it was opened. Also, all sippy cups and bottles, must labeled with child’s first and last name, date and contents (CM = cow’s milk, SM = soy milk, W = water, J = juice, F = formula, BM = breast milk). Please bring in your child’s drinks daily. Our refrigerators are not big enough to hold multiple half gallon containers.

If you choose for your child to have snacks from home instead of the snacks provided by the center, we ask that you provide them daily. We do not have room to store them at the center.

*If your child has any food allergies please be sure to write it on their emergency card and inform the Director and your child’s Lead Teacher.
Little Wings Emergency Procedures

**Tornado**
In the event of a tornado, the children in the 4 & 5 classroom will be led to the back hallway. Children in young pre-k and the toddler classrooms will be led to the kitchen areas of their classrooms. Children in the infant classroom will be led to the hallway between the young pre-k kitchen and the infant room. Staff members will take sign-in sheets, a radio, a cell phone, a first aid kit and emergency cards with them. Attendance will be taken when everyone is in their designated areas.

**Fire**
In the event of a fire, children will be evacuated and led across the street to the parking lot on the south side of the building. Infants and some toddlers will be placed in a fire crib and wheeled to the safety area. Staff members will take sign-in sheets, a radio, a cell phone, a first aid kit and emergency cards with them. Attendance will be taken when everyone is in the designated area. The fire department will be called by one of the staff members.

**Serious Injury**
In case of severe injury, the center staff will make an immediate assessment of the injury. Staff will assess the situation, administer basic first aid or obtain emergency medical treatment in the child’s best interest. Once this has been done, you will be notified about the injury and what steps have been taken. A full report will also be given to DHS (if necessary) and to the St. Johns Public Schools District Office. Until you or the ambulance arrives, the Director or Lead Teacher will be in charge and will make all of the decisions concerning care for your child. It must be documented, in writing, if you do not want us to follow these procedures. A written accident/injury report form will be completed for all injuries and you will be given a copy.

All cuts, scrapes, abrasions, etc., will be cleaned with water only and a Band-Aid or ice pack will be applied if needed. Medicated creams or Vaseline will not be applied unless supplied by the
parent and the proper medication permission forms have been completed.

**Licensing Notebook Statement**

This 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 for review during regular business hours. Licensing inspection and special investigation reports from the past two years are available on the Bureau on Children and Adult Licensing website at www.michigan.gov/childcare.

**Parent Conduct**

Inappropriate Parent Conduct Parents must be aware that adults serve as role models for children. Additionally, Provider is responsible for protecting the children in Provider’s care, and for providing a safe workplace for staff members. Therefore, it is critical that, while on program property, Parent conducts himself or herself in a professional and rational behavior at all times. Provider reserves the right to immediately terminate the childcare agreement if Parent behaves inappropriately.

The following actions are grounds for immediate dismissal (please note, however, that this is not an exhaustive list of inappropriate behaviors):
* Acts of violence, including assault and battery; * Harassment of or threats against the staff, other parents or children; * Possession of illegal substances or firearms; * Verbal or physical abuse of any child; * Profanity; or * Indecent exposure.

**SMOKING PROHIBITED** Per Michigan law: Smoking is prohibited in this facility and on the grounds of this facility including in personal vehicles