

Little Turtle Infant/Toddler Parent Handbook



Little Turtle Early Childhood Center

50375 Card Rd.

Macomb, MI 48044

586-723-6950

FAX 586-723-6951

<https://www.chippewavalleyschools.org/>

NOTICE OF NONDISCRIMINATION: It is the policy of Chippewa Valley Schools not to discriminate on the basis of race, color, sex (including but not limited to sexual orientation, gender identity), religion, national origin or ancestry, age, disability, height, weight, genetics, or marital status in its programs, services, activities, or employment. Inquiries related to nondiscrimination policies, questions, concerns or to file a complaint should be directed to: Civil Rights and Title IX Coordinator, Director of Human Resources, Chippewa Valley Schools Administration, 19120 Cass Avenue, Clinton Township, MI 48038 Phone: 586-723-2090 Email: ablanchard@cvs.k12.mi.us / Nondiscrimination inquiries related to disability should be directed to: Section 504 Coordinator, Director of Special Services, (same address) Phone: 586-723-2180 Email: tkoch@cvs.k12.mi.us. Civil Rights and Title IX inquiries can also be directed to the Department of Civil Rights at (800)482-3604 or MDCRSERVICECENTER@MICHIGAN.GOV.

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MISSION STATEMENT

Little Turtle Early Childhood Center is committed to offering a highly qualified program that promotes optimal development for each child, supports families and upholds best practices in the field of early childhood education. It is our goal to encourage the strengths of all learners and promote the growth of physical, social, emotional, language, literacy, and pre-academic skills to assist each child in becoming life long, self-fulfilled learners.

PROGRAM

The Infant/Toddler program is for children 6 weeks to 3 yrs. old that need quality care. In this program your child will have the freedom to play and learn at his/her own speed. There is exposure to music, literature, art, large and small gross motor activities, and outside play time. Our infant and toddler rooms are planned around the developmental needs of each child providing your child with a comfortable, safe, and stimulating environment.

ADMISSION POLICY

1. All children enrolled in the Chippewa Valley Infant/Toddler program must be no older than 3yrs of age by September 1st of the current school year.
2. All enrolled children must have a health appraisal signed by a licensed physician (due within 30 days of the first day of attendance) and up to date immunization record.
3. The Child Information Card must be completed and signed by the parent or guardian to enroll the child into the program. For the protection of the child, all names, phone numbers, addresses and medical insurance number information must be accurate and current. Please notify your child's teacher immediately if the information should change.
4. Infant/ Toddler enrollment takes place in the spring and continues throughout the year when space is available. Priority is given to currently enrolled children, their siblings and children enrolled in our preschool programs.

TUITION POLICY

Parents complete an online registration form indicating a weekly schedule for their child prior to attending. Once your registration contract is approved you will be charged \$75 non- refundable registration fee (\$90 for more than one child)

and a \$200 security deposit per child, that will be credited toward your account in May.

- Tuition billing will be emailed out on Friday for the current week and payment is due the following Monday via autopay. *Friday billing dates subject to change due to school calendar closures.* If payment is not made within 5 days of the due date your child may not attend the program.

- All schedules are expected to remain consistent. If you need to make changes to your child's schedule you will need to put in a request in your Eleyo family account. We can, on occasion, allow for drop-in days if approved prior to the date. Drop-in days, if approved, will be charged at the weekly rate for which the changed contract qualifies for (i.e., original contract is 2 days, changed to 3 days for the week, will be charged for the 3 days per week rate). We have the right to deny changes based on classroom enrollment.
- \$15 fee added to any payment not successfully completed within the 5-day grace period
- All families accounts are required to use the Automatic weekly deduction (auto pay) from your credit card or other saved form of payment.
- A 10% discount is offered to a second child in the same family enrolled at the same time.

The following payment methods are accepted: Visa, Master Card, American Express, Discover, or checking/savings can be entered online.

Tuition and Fees

Full Day (more than 5 hours)

- 2 full days - \$195
- 3 full days - \$245
- 4 full days - \$290
- 5 full days - \$325

Half Day (5 hours or less)

- 2 half days - \$155
- 3 half days - \$195
- 4 half days - \$230
- 5 half days - \$260

ATTENDANCE / CLOSURES POLICY

Please be sure your child's teacher has your most up to date schedule of the days your child will be in class. Full day and Half day families will be allowed their enrolled amount of vacation/sick days to use at no charge for the school year. (5

days a week = 5 days' vacation / sick days, 4 days a week = 4 days' vacation / sick etc.)

You will not be charged for building closures, such as snow days or building problems. If Little Turtle is closed for Winter/ Spring break you will not be charged.

If your child will not be in attendance, please call our office to let us know your child's name, teacher, and reason for absence.

If your child is not in attendance for two consecutive weeks without a phone call from you, it will be assumed that your child has withdrawn from the program and will lose their spot in the class.

FOOD/NUTRITION POLICY

Please be sure to check your child's classroom daily schedule for all mealtimes. If your child will be in school during breakfast, lunch or snack we ask that you provide nutritious meals and snacks for your child. Refrigerators and a microwave are available for warmups and storage of perishable foods. Please remember to pack a paper plate and all utensils that will be needed.

We will use a bottle warmer for all infant bottles. Make sure your child's bag and containers are labeled clearly with his/her name. There will be a \$5.00 charge if teachers need to purchase a lunch for your child.

All bottles **MUST** be labeled with contents, child's name, date and be kept in refrigerator. All bottles must be pre-made.

EXTRA CLOTHING

Please bring an extra change of clothes for your child including socks, underpants, pants, and shirt. All clothes brought to school should be labeled with child's name. This includes jackets, backpacks, and outerwear.

WITHDRAWAL POLICY

When your child is enrolled in the infant / toddler program, it is expected that he/she will remain for one full year. However, if it should become necessary for you to withdraw your child, you must give us at least two weeks' notice in writing or you will be billed for two weeks tuition in lieu of notice. This is necessary to give us time to get a child from the waiting list registered and ready to start when your child leaves.

If your child is not in attendance for two consecutive weeks without a phone call from you, it will be assumed that your child has withdrawn from the program and will lose their spot in the class.

If the program believes a child should be withdrawn, the following steps will be taken:

1. The Program Director will meet with the child's parents and discuss his/her concerns.
2. The parents and Program Director will decide on an action that would be most beneficial for the child.
3. The program will provide the parents with a written two-week notice if the decision is to withdraw the child.

CONFLICT RESOLUTION/DISCIPLINE

All adults (staff and volunteers) shall use developmentally appropriate positive methods of discipline, which encourage self-control, self-direction, self-esteem, and cooperation.

Teachers will establish rules, which are clear and understandable to children as well as adults.

Our staff is instructed to guide children through difficult situations. If a serious problem does arise, the staff will make every effort to work with the child and parent toward an acceptable solution. There will be an open line of communication between staff, parents, and children involved in the program.

Steps that will be taken should a problem arise:

1. Discussion, talking to the child about the situation

2. Redirection to another area of the room
3. Removing them from the situation

We do not advocate time-out. Not at any time will we exclude a child from outdoor play or other gross motor activities and will not at any time exclude a child from daily learning experiences.

ACCIDENTS / INJURIES

Should your child get hurt or have an injury during school a staff member will identify the injury and provide immediate care. An accident report will be completed by staff and submitted to the preschool director. A phone call, written report, or both will be provided to the parent

If a child bumps his head in any way, we will notify the parents to let you know exactly what happened along with sending home a report. Any child who has a head injury will be monitored closely.

SICK POLICY

To ensure a safe environment for both children and staff, the following guidelines have been established:

1. The program shall keep on file a signed record of immunization and a report on the state of the child's health, based on a physical by a licensed physician. The physician shall certify restriction, if any. The program shall obtain and keep on file at the time of attendance, a certificate of immunization required by the Michigan Department of Health. Parents are required to provide the center with an updated certificate showing completion of all additional immunization requirements.
2. The staff must have in writing any known health conditions such as asthma, seizures, allergies, and the symptoms that may appear.
3. If your child becomes ill while in our care, we will contact you to come and get your child. Phone numbers where you can be reached must be kept on file, along with names and numbers of others to whom your child can be released in the event you cannot be reached. We ask that you pick up your child within the $\frac{1}{2}$ hour.

4. Communicable diseases need to be communicated to the staff to help determine when exposure may have occurred in the classroom. Below are symptoms of diseases. Children with these symptoms should be kept at home. Should any of these symptoms be noted while children are in the class, parents will be contacted immediately. Parents are urged to have their children seen by a physician.

Symptoms common to communicable diseases: child may not come to school with the following:

- Red or running eyes, sneezing or discharge for nose.
- Cough, particularly persistent or productive
- Sores and crusts on the scalp, face, or body particularly if red and swollen or draining
- Any skin eruption or rash
- Sore throat
- Fever (if the child has a fever of 101 or higher, they must be sent home).
- Nausea and vomiting.
- Diarrhea and/or persistent abdominal pain
- Pain and stiffness of neck and headache
- Infectious conjunctivitis
- Nuisance diseases such as head lice, impetigo or ringworm

Any of the above symptoms may be associated with communicable diseases. They may also be symptoms of non-communicable diseases, but must be considered as signs of illness that should have medical attention.

5. The program will allow re -admittance following illness based on any or all the following conditions:

- Child is symptom free for 24 hours/or note from Dr.
- Child has a normal temperature (98.6)
- Child has been on a prescribed antibiotic for 24 hours
- Upon written recommendation by your child's physician.
- Child is able to function and participate in a group setting, including outside play.

PICK -UP & LATE FEES

Children may be released to those individuals listed on the Child Information Card. Please be sure to complete this information entirely. It is also important to keep the information up to-date as to any changes that might occur. Someone new picking up your child must present a picture ID to the teacher upon pick up. ***If the teacher has never met the pick-up person before and they do not have ID, we will not be able to release your child.***

We understand that unusual circumstances do arise that may deter you from picking up your child by 6:00 pm. If you are going to be late, please call your child's classroom to inform the teacher or aid. Your first tardiness of 10 min. will be excused. The second late pick-up will result in a charge of \$1.00 for every minute after 6:00 pm. Late fees will be added to your next invoice.

MEDICATION

If your child needs medication during school hours the following guidelines must be followed:

- Parents must complete and sign a medical release form to be left at school with the teacher.
- All medications must be in its original container with your child's name, dosage, and date. We will keep all medication in a locked cabinet or locked in refrigerator if needed.
- Any unused medication unclaimed by the parent will be properly disposed of by school personnel when a prescription is no longer to be administered or at the end of a school year.
- A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written instructions and the parent's written permission release.
- Children that have epi-pens will need to keep one at school. All epi-pens need to be in its original box/container with child's name and have a date on it. All expired pens will need to be sent home and new ones brought back to school.

CALENDAR

All preschool classes at Little Turtle will follow the Chippewa Valley School regular school year calendar. (Unless otherwise posted in the preschool calendar). Please refer to our Dates to Remember Calendar for exact dates.

VOLUNTEERS/BACKGROUND CHECK

Throughout the year volunteer opportunities may become available which will be communicated by your child's teacher. District Policy requires a criminal record check (CRC) prior to any individual planning on attending classroom parties, field trips or volunteering in the classroom.

Background checks are submitted electronically, a link will be sent to families as needed.

All staff will be fingerprinted and screened through Chippewa Valley schools HR department. Any volunteer, including volunteers who are parents of a child in care will receive a public sex offender registry (PSOR) clearance before having any contact with a child in care.

Any Individual registered on the public sex offender registry is prohibited from having contact with any child in care.

INCLEMENT WEATHER

If the school must be closed due to inclement weather or other conditions, the school will notify the following radio and television stations:

- Television Channels 2, 4, 7.
- Radio Stations: WJR - 760 AM WWJ - 950 AM

You may also sign up for school messenger (located on the website) to receive school news and closing information. **If Chippewa Valley Schools are closed due to inclement weather, our entire program will also be closed. There will be no makeup days due to emergency closing of school.**

FIRE, LOCK-DOWN, AND TORNADO DRILLS

The school complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building. Tornado drills, fire drills and lockdown drills will be conducted using the procedures provided by local and state authorities.

BUILDING SECURITY

Our building is equipped with 24-hour security cameras both inside and outside. These cameras are monitored in two different offices. All outside doors will always remain locked. Parents will receive access via an entry code after enrollment that will allow access into the building during normal business hours Monday thru Friday, 6:30 am -6:00 pm.

SIGNING IN AND OUT

For the safety of your child, and for billing efficiency, we ask that you please sign your child in and out on the attendance iPad located in your child's classroom. If a child has not been signed in / out the teacher will fill in approximate time and if this is not known, you will be billed for the whole day.

ITEMS TO BRING TO SCHOOL

- Diapers and wipes
- Bottles
- Breakfast/Lunch /snack / utensils
- Sippy Cup
- Pillow, blanket, crib sheet, cuddle buddy (if your child will be at school for rest time)
- Set of extra clothes and socks. Please put in a zip lock bag with your child's name on it.

MEDIA/VIDEO RELEASE

The recording of various school and classroom activities using photography and video equipment is throughout the school year. The recording might circulate to other students, classrooms, be used in district publications or be shown on local cable, our internet web pages, or featured in local news media. You will need to fill out a media/video release form during our open house/meet the teacher.

LICENSING NOTEBOOK

The licensing notebook is available in our office during regular business hours. The licensing notebook contains all the licensing inspections and special investigation reports and related corrective action plans since May 28, 2010. You can find all past inspections reports on the childcare licensing website at www.michigan.gov/michildcare.

Managing your Little Turtle Account Online

Chippewa Valley schools/Little Turtle online tool can be used to register and manage your account. You can view/pay/print invoices, edit contact information, print tax statements, request contract changes, and register for classes. *Please also notify your child's teacher of any changes to emergency contact/pickup information.* Below are some tips for managing your account.

Log In

- Browse to <https://chippewavalleyschools.ce.eleyo.com/> and login with your email address and password by selecting the **Sign In** button.

NOTE: If you forgot your password, use the Forgot Password link to initiate a reset-password email. **Please do not create a new account.**

- You may register/view classes by accessing your Dashboard by selecting **“Explore all Programs”** at the top, right side of the screen and selecting a program of your choice.

Add Family Members and Emergency Contacts

- Log into your account with your email address and password.
- Select your name in the top right, corner of the screen then select **“Your Account/Relationships”** to view your profile.
- Use the **“Add a Relationships”** button to add all family members. When adding a grade for a Pre-K student, select Kindergarten and the year your child will be entering Kindergarten (you may edit this at a later date if needed).

- Select the **Create Person** button.
- After you have finished setting up the people associated with your profile, select **your name at the top of the page, “Explore,”** then **“Explore All Programs”** then **“Your Dashboard.”**
- On the left, under the **Manage Family Members** section, use the **“Add Emergency Contacts”** button to add new emergency contacts. Use the **“Edit Emergency Contacts”** button to update that information. To prevent creating duplicate users in the system, when adding an emergency contact that is already part of your profile, please search for the name then select from the list of existing users that are presented.

Enrolling in Auto Pay ~ Required Method of Payment

- To enroll in Auto Pay, log into your Eleyo account.
- Scroll to the bottom of the screen and click **“Saved Payment Methods”**
- Add your payment method and save.
- You will need to add payment information for each program you enroll in. (Ex. Summer and Fall/winter program). Payment information does not roll over from program to program.
- Please update your saved payment information as needed throughout the year.

NOTE: If you saved your payment information at registration you are automatically enrolled in auto pay and your account will be charged on the billing dates.



Managing your Little Turtle Account Online (cont.)

Requesting a contract schedule change for Extended Day

- Log into your Eleyo account, choose **“Explore Programs”** located in the top right-hand side of the page.
- The page show programs you are enrolled in, click on the class you wish to change.
- The next screen will show the class again, Click on the class.
- Click **“Change schedule”** located on the far left of the screen.
- Choose or deselect the new days you wish to add or delete.
- Once approved, you will receive an email confirmation.

Printing Tax Statements (Available each year after Jan 1)

- Once logged into your account, you should be brought to the dashboard screen, if not click on **“Explore All Programs”** Select **“View your dashboard”** and select the account you desire to print your statement for.
- Use the **“Download Tax Information”** button located on the left-hand side under **“Account Management”** to obtain a copy of the tax statement. You may then download and print the statement.

Printing Payment Receipts

- Once logged into your account, you should be brought to the dashboard screen, if not click on **“Explore All Programs”** Select **“View your dashboard.”**
- View your Recent Activity located towards the bottom of the screen.
- Click on **“All Activity”**
- Select the year and category you would like to view.
- Select the payment, click **“download receipt”** and print.