

# **Annapolis Park Child Development Center Family Handbook**

**Welcome to the Annapolis Park Child Development Center, we have served the Wayne County community for over fourteen years. We provide the following services to children ages 2 1/2 (must be potty trained) to 12 years:**

- **Toddler Day Care (30 months)**
- **Preschool (3-4 Years)**
- **Pre-Kindergarten (4-5 Years)**
- **Before & Afterschool Program (Transportation included to select schools)**
- **Part time Preschool Program (Half Day)**
- **Drop In Services**
- **Computer Lab activities**
- **Homework Assistance**
- **Full Indoor Gymnasium Activities**
- **Structured Summer Camp Program**
- **Open Year Round**

**The Annapolis Park Child Development Center has a great deal to offer parents and children enrolled. We would like to thank you for choosing our center and we hope to build a lasting relationship with your family.**

**2015-2016**

## ~ Table of Contents ~

<i>Welcome.....</i>	<i>2</i>
<i>Mission statement.....</i>	<i>3</i>
<i>Schedule of Operation.....</i>	<i>4</i>
<i>Arrival.....</i>	<i>4</i>
<i>Late Pick-up.....</i>	<i>4</i>
<i>Abandoned Child.....</i>	<i>4</i>
<i>Cell Phone Use.....</i>	<i>4</i>
<i>Center Security.....</i>	<i>5</i>
<i>Admission Criteria.....</i>	<i>5</i>
<i>Registration.....</i>	<i>5</i>
<i>Preschool Tuition.....</i>	<i>5</i>
<i>Latch Key Tuition.....</i>	<i>6</i>
<i>Drop-In Rates.....</i>	<i>6</i>
<i>Summer Camp Tuition.....</i>	<i>6</i>
<i>Preschool Sibling Discount.....</i>	<i>6</i>
<i>Tuition Payment Policy.....</i>	<i>6</i>
<i>Notice of Absence.....</i>	<i>6</i>
<i>Parent Initiated Withdrawal.....</i>	<i>7</i>
<i>Center Initiated Withdrawal.....</i>	<i>7</i>
<i>Center Entrance.....</i>	<i>7</i>
<i>Parking.....</i>	<i>7</i>
<i>Drop/Pick up Procedures.....</i>	<i>7</i>
<i>Medication Policy.....</i>	<i>8</i>
<i>Illness Policy.....</i>	<i>8</i>
<i>Child Protection Law.....</i>	<i>9</i>
<i>Discipline.....</i>	<i>9</i>
<i>Meal Program.....</i>	<i>10</i>
<i>Birthdays.....</i>	<i>11</i>
<i>Dress Guidelines.....</i>	<i>11</i>
<i>Items Needed From Home.....</i>	<i>11</i>
<i>Prohibited Items from Home.....</i>	<i>11</i>
<i>Field Trips.....</i>	<i>11</i>
<i>Volunteers.....</i>	<i>12</i>
<i>Basic Conduct.....</i>	<i>12</i>
<i>Staff.....</i>	<i>12</i>
<i>Health and Safety.....</i>	<i>12</i>

# ~ Welcome ~

Dear Parents/Guardians:

On behalf of the Annapolis Park Church of Christ, we welcome your family to our child development center. We are very excited that you have chosen to allow your child to be a part of our program. We seek to provide quality child care services at an affordable price in a clean, fun and Christian environment. It is our mission to: *Inspire learning, laughter, and love in the Name of the LORD!*

This Handbook will provide you with the philosophy, policies, and procedures of the Annapolis Park Child Development Center. If you have any questions or comments, feel free to address them at any time during your child's tenure at our center. It is our intention to make this the greatest childcare program in Michigan; therefore, we welcome any suggestions for improvement. After viewing this handbook, you will be asked to sign an enrollment contract and policy checklist agreeing to comply with all policies and procedures.

Again, we are delighted that you have chosen to place your child in our center. You are a very valuable part of our program, and we are here to serve you.

Respectfully,

Cicero Mungo  
Annapolis Park  
Board Representative

**30355 Annapolis Road  
Westland, MI 48186  
734-721-3766**

# *Our Mission Statement*

At the Annapolis Park Child Development Center, we provide quality educational child care in a secure, clean, fun Christian atmosphere that creates a nurturing environment for your child to learn and develop towards their fullest capabilities.

This philosophy inspires our curriculum and programs which focus on the development of the whole child. *Our Whole Child Education philosophy cultivates your child's entire being by teaching skills such as teamwork, citizenship, kindness, respect for God and others.*

It's Annapolis Park Child Development Center's unique approach to child care that nurtures and educates every aspect of a child's development — cognitively, physically, socially and emotionally and spiritually. We concentrate on skills including early literacy, logical thinking, problem solving, social understanding, physical coordination, creativity and Christian character traits, such as cooperation and self control.

Whole Child Education allows your child to develop the critical-thinking skills and intellectual curiosity that fuel success in kindergarten and beyond. By nurturing all these areas of your child's development, we are creating good citizens with a strong intellectual curiosity.

Our staff is a major component of our childcare program. The professionally trained staff will work with you and your child to guide him or her with concern, warmth, acceptance, respect and approval. We believe this will allow the child to develop a strong positive self-image.

We believe our educational childcare program is an excellent springboard to children developing into productive members of society and future leaders of tomorrow. Most importantly, we believe parents play an important role in our childcare program. In order to maintain a high level of quality care, parental involvement is strongly encouraged. We maintain an open door policy and welcome parental visitation at any time.

**Annapolis Park Child Development Center**  
30355 Annapolis Road  
Westland, MI 48186  
734-721-3766

## ***Operational Information***

### ***Schedule of Operation***

The center is open Monday through Friday 6:00 AM to 6:00 PM

The center will be closed on the following days: *Martin Luther King Jr. Day, Memorial Day, Independence Day, Labor Day, Thanksgiving & the Friday following, December 24th & 25th, New Year's Eve, & any day with server weather that prohibits the staff from attending work.*

*During the week of a holiday closing, you are required to pay your regularly scheduled full week tuition.*

---

### ***Arrival***

We ask that all preschool children arrive before 9:00 am, school Age by 7 am. These times coincide with our daily schedule. It's important to us to be consistent and orderly with our day.

Your child must be accompanied into the center by a responsible adult (18 years or older), signed in and escorted to his/her classroom. Anyone picking up children from the center should be listed on the child Information Record and have a picture ID on file with the school. No exceptions will be made. All students must be signed in.

---

### ***Pick Up***

Pick up time is a busy and sometimes stressful time of day for children. Bearing in mind that the center closes at 6:00 p.m. sharp, we respectfully request that you allow yourself enough time at the end of the day to speak to your child's teacher and gather your child's belongings before 6:00. You must sign your child out for the day.

---

### ***Late Pick-Up***

Two dollars will be charged per minute that your child is at the center after the 6 PM closing time. The late fee is due no later than the next school day and must be paid in cash. During this time, every effort will be made to contact the parent or other contacts authorized on the contact sheet.

---

### ***Abandoned Child***

If a child is left at the center 2 hours after the center is closed, the child will be considered abandoned and the Wayne County Protective Services will be contacted.

---

### ***Cell Phone Use***

Drop off and pick up are important transitions in your child's day. Please make yourself available to your child and your child's teacher by not using your cell phone while in the center.

---

### **Center Security**

The center has a video monitoring system in place that prohibits entry to anyone who does not have authorization to enter the center. Our staff has to visually recognize each individual at the door in order to let them in. Please do not hold the door open for others. This is for the safety and well being of the students and staff.

---

### ***Admissions Criteria***

Parents may enroll children on a full, part time or drop-in basis. Children will be enrolled on a first come first serve basis regardless of nationality, race or creed.

A director will meet with new parents during an arranged meeting to review the centers policies and procedures. Before a child can be enrolled in the program, it is mandatory that the center have the following items:

- **Non-Refundable Registration Fee (\$50.00)**
- **Enrollment & Child Placement Contract**
- **Health Appraisal**
- **Child Information Card**
- **Media Release Form**
- **Immunization Records**
- **Child and Adult Care Food Program Form**

Our enrollment contract includes the daily and weekly tuition rate, enrollment fee, schedule of care and payment due date.

Each family must have a current school year signed enrollment contract on file. Upon signing this agreement, the parent is responsible for all charges detailed in the contract. Compliance with the contract allows the center to run effectively and efficiently.

### ***Registration and Tuition Rates***

#### ***Registration***

There is an annual \$50.00 registration fee (paid in cash) at the beginning of each school year (Good from September to June). The fee covers the cost of supplies and materials.

#### ***Weekly Tuition Rates***

**Preschool:** 2 1/2 & 3 year old - \$170 Full Time (5 Days)    \$150 Part Time (3 Days)  
4 & 5 year old - \$160 Full Time (5Days)                    \$140 Part Time (3 Days)  
Drop in - \$45 .00 per day (Weekly attendance is not considered drop in)

(Breakfast, Lunch & Snack included)

**Latch Key:** Before or After School - \$55            /            Before & After School - \$75

## **Transportation provided to Metro Charter Academy and Romulus Elementary**

### **Drop-In Rates**

**Full Day Drop in rate – \$35.00 (Currently enrolled students add \$20 to regular tuition)**

**Half day drop in rate - \$20.00 (Currently enrolled students add \$15 to regular tuition)**

**Weekly Rate - \$130.00**

**(All Meals included)**

### **Summer Camp**

There is a \$50.00 registration fee (paid in cash) for Summer Camp. (Good from mid June to August).

Pre-school - Rates remain the same (see page 5)

School Age student 5-12 Years – Weekly \$130

Daily \$35.00

### **Preschool Sibling Discount**

We offer a 10% sibling discount for 2 or more children. (10% will be taken off the highest tuition rate.)

To receive this discount, you must have both children in the pre-school program. The discounted rate does not apply to the Latch Key program.

---

### ***Tuition Payment Policy***

The first tuition payment will be due on the child's first day of school. Tuition may be paid by check, money order, or cash. Tuition is due on Monday morning of each week. Tuition not paid by the close of Tuesday of each week will result in child not being able to return to school. No tuition adjustments can be made for absences due to illness or school closings. Fixed costs of staffing, insurance, equipment, supplies, and utilities necessitate this policy. Disenrollment will occur for non-payment of tuition. Payments made in cash must be the exact amount.

A \$35 fee is required on NSF checks. After 2 NSF checks, the center will only accept money orders or cash payment. Receipts will be given for all tuition payments. Regular tuition rates apply when the center is closed due to inclement weather or if your child is absent.

---

### ***Absences and Withdrawals***

#### ***Notice of Absence***

Each family is allowed one week of vacation per year. We ask that you provide the staff with at least two weeks' notice by completing a vacation form providing the dates that the child will be absent and the anticipated return date. This will ensure that we hold your child's place during the time of absence. You will not be expected to pay for the one week that your child is absent if you submit the proper paper work and notice. With the exception of a two weeks' notice, if your child is absent for any reason you are required to pay your regular scheduled tuition.

### ***Parent Initiated Withdrawal***

The Annapolis Park Child Development Center will make every attempt to meet the needs of our families, however, we understand that parents withdraw children from care for many number of reasons. The enrollment agreement signed by the parent/guardian may be altered or canceled at any time if two weeks notice is given and the request is in writing. If a child is withdrawn without a two week's notice, the parent must pay any balance due at the time of withdrawal, in addition to two weeks tuition.

### ***Center Initiated Withdrawal***

The Child Development Center may withdraw a child from our program for the following reasons:

- The tuition payment is more than two full weeks behind and no arrangements have been made with the center to pay the tuition.
- The child has been absent for two weeks without notice.
- The child presents a consistent discipline problem that affects the care of other children in the program. If the center experiences consistent discipline issues with your child, an immediate withdrawal can take place without any notice.

---

## ***Drop Off & Pick-Up Procedures***

### ***Center Entrance***

The center entrance is located at the southeast end of the building at the door labeled Gymnasium Entrance/Summer Camp Entrance. All students, parents, and visitors must enter the facilities through the specified entrance.

### ***Parking***

Parents are not allowed to park or stand in front of the Gymnasium entrance, by law it is considered a fire hazard.

### ***Signing Students In/Out***

Parents/guardians must always accompany the child into the center. Upon arrival, the parent will sign the dated attendance sheet and record the time. When the child is picked up, the dated departure sheet will be signed and the time noted. Children will not be released from the Center unless the parent/guardian or predetermined pick up person enters the center and signs the departure log. No child will be released to a person not noted on the child's information card. For safety reasons, children are not allowed to walk out of the center unaccompanied.

Parents are not allowed to drop off their children, and have the children sign them selves in; parents must come into the building and sign their children in.

*The welfare and safety of all children are very important to us; therefore, the center will be secure at all times. Only authorized children and adults will be allowed in the building.*



## **Medical Policy**

### **Medication**

All medication will be kept in a locked cabinet. Medication will be given to the child only with a completed medication form signed by the parent/guardian.

All prescription medication must have the pharmacy label clearly printed with the name of the medication strength, and precise instructions from a physician. All medications must be in their original containers. Food and activity contraindications must be brought to the attention of the center director. All medication will be given according to the instructions on the label. Parents are responsible for providing all measuring devices needed with the medication. All medication must be clearly labeled with the child's first and last name. We will not administer over the counter medications unless prescribed by a physician. Children must be on medication a minimum of 24 hours before returning to school.

Sun screen, insect repellent and diaper creams also require a signed authorization form before they can be applied.

### **Illness**

It is the policy of the center to exclude children from care who may be infectious or who demonstrate symptoms that may require one-on-one care. If your child exhibits any of the following symptoms, he/she will not be permitted in the center: *(Parents must call to let staff know when their child will not be in attendance on a scheduled day.)*

- Fever above 100 degrees
- Diarrhea or vomiting
- Red eyes that have discharge
- Any viral, cold, or flu symptoms
- Any unidentified rash
- Open draining sore

If your child becomes ill during the course of the day, a parent or emergency contact person will be notified immediately and asked to pick the child up as soon as possible. Your child will be isolated from the other children and given the opportunity to rest until they are picked up.

A sick child may return to the center under the following conditions:

- Temperature is below 101 degrees for 24 hours.
- The child has been on antibiotics for at least 24 hours after being diagnosed with a bacterial infection
- It has been 24 hours since the last vomiting or diarrhea episode
- Eye condition has been treated for 24 hours with antibiotics
- The rash has cleared or the physician has determined that the skin condition is not contagious

A written physician's note is required to readmit any child who was diagnosed with a contagious illness.

**No tuition adjustments can be made for absences due to illness**

## ***Child Protection Law***

All child care providers are required by law to report any suspected child abuse or neglect to the Department of Human Services.

In compliance with this law, our procedure regarding suspected child abuse is as follows:

- We will contact Protective Services immediately.
- We will file a written report within 72 hours after making the telephone report.

A copy of this law may be obtained from the director of the center.

---

## ***Discipline Policy***

The overall goal of our discipline policy is to:

- Build & enhance conflict resolution skills
- Build confidence & self-control
- Encourage self-expression
- Enhance & sharpen listening skills
- Encourage respect of self and others

Disruptive or uncooperative behavior will be handled in the following ways:

1. The staff member will talk to the child and explain his or her inappropriate behavior. The care giver will then offer an explanation of the accepted behavior.
2. If unacceptable behavior continues, the child will be redirected to an alternative activity.
3. If none of the above actions work, the parent will be called. It may be necessary for the parent to pick up their child.

The following forms of discipline will not be used:

- Hitting, shaking, biting, pinching, or inflicting a form of corporal punishment
- Restricting a child's movement by binding or tying him or her
- Emotional punishment, such as, humiliating, shaming, or threatening a child
- Depriving a child of meals, snacks, rest, or necessary toilet use
- Confining a child in an enclosed area, such as, a closet or similar cubicle

We reserve the right to withdraw any child from the Center, if we feel it is in the best interest of the child or other children. A conference will be held with the parents to discuss and attempt to correct inappropriate behavior, however if the center sees no improvement the center can withdrawal a child without notice. (*See withdrawal policy*)

## ***Meal Program***

### **We are a peanut Free Zone!**

The Annapolis Park Child Development Center participates in the Michigan Child & Adult Food Program. Your child is served a healthy and nutritious breakfast, lunch and afternoon snack that meet state mandated requirements. Each year you must complete the required forms for your child so that we will be in compliance with state regulations. Parents can view our menus on the entry news board. No out side food or drinks are allowed at the center.

The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal and, where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or if all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov).

Individuals who are deaf, hard of hearing, or have speech disabilities and wish to file either an EEO or program complaint please contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (in Spanish).

Persons with disabilities, who wish to file a program complaint, please see information above on how to contact us by mail directly or by email. If you require alternative means of communication for program information (e.g., Braille, large print, audiotape, etc.) please contact USDA's TARGET Center at (202) 720-2600 (voice and TDD).

USDA is an equal opportunity provider.

---

## **Birthdays**

We do allow parents/family to bring a small treat to celebrate their child's Birthday. We will arrange a time to celebrate their special day. Families are welcome to join us for the celebration. Please speak to the director to coordinate the celebration time and the amount of food needed.

---

## ***Student Dress Guidelines***

- Children must be sent in comfortable clothing suitable for play in a child care program.
- Weather appropriate dress is encouraged.
- Only closed shoes may be worn
- Girls wearing dresses must have shorts under dress
- No short shorts, shirts, spandex or tank top shirts
- We reserve the right to have final authority in dress guideline decisions

## ***Dress Guidelines for anyone entering our building***

- No short shorts or skirts
- No tank top shirts/no exposed midriffs
- No sagging pants
- Men must wear shirt /Women no exposed cleavage(low cut tops)
- Clothing must not depict graphics or writing promoting causes or products that are contrary to biblical principles
- We reserve the right to have final authority in dress guideline decisions

## **Items Needed From Home**

- Two complete changes of clothes including underwear and socks must be left at the center at all times. (*Preschool only*)
- A blanket or quilt from home is needed for naptime. It should be no larger than a crib blanket or child's sized sleeping bag. All blankets must be taken home and washed on Fridays (*Preschool only*)
- All clothing, bags, and blankets must be clearly labeled with the child's full name.

## **Prohibited Items**

- The center discourages any child from bringing toys. An exception is made for preschool on Thursdays, which is show and tell day. Even during those times, knives, guns or swords are prohibited.

---

## ***Field Trips***

Our program believes that field trips enhance classroom learning. A general field trip permission waiver must be signed when the child is admitted to the center.

On all field trips attendance will be taken upon departure from the center, upon arriving at the destination, and upon departure from the destination. Name tags displaying the center's name and number, and the child's name will be worn by each child and staff members.

---

**Policy for Volunteers**

All volunteers must provide Annapolis Park Child development Center with documentation from the Department of Human services stating that he/she has not been named in the central registry case as a perpetrator of a child abuse or child neglect before having unsupervised contact with a child in our care.

This includes parents as well as volunteers.

A volunteer cannot have unsupervised contact with children in our care if he/she has been convicted of either of the following:

- A. Child abuse or neglect
- B. A felony involving harm or threatened harm to an individual within the ten years immediately preceding the date offering to volunteer at the child care center

A volunteer must be supervised from Annapolis Park Child Development Center staff at all times during direct contact with children.

**Basic Conduct**

The center has strict guidelines on appropriate conversations and language used around the children. Profanity, raised voices, or inappropriate behavior will not be allowed/ tolerated from anyone on our premises.

---

**Staff**

Every attempt is made in all staffing decisions to hire the most competent and qualified individuals to work with your children. We believe employing qualified individuals from diverse backgrounds enriches children educational experience. Each staff member is required to attend continuing education courses.

Licensing Rule R400.5102, mandate the Annapolis Park Child Development Center to perform a criminal background check and child abuse clearance on all its employees and volunteers.

---

**Health & Safety**

Our center complies with OSHA guidelines for cleanliness and sanitation. Universal precautions will be used in the cleaning of equipment. Equipment is checked for safety on a regular basis.

---

**If you have any questions, please contact the Center Director  
734-721-3766**

