



ORCHARDHILL
Christian Preschool & Child Care

PARENT HANDBOOK

Jennifer Gray
Center Director

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Dear Preschool and Childcare Center Parents,

My staff and I would like to take this opportunity to welcome you to our Quality Rated Orchard Hill Christian Preschool and Childcare Center. When you enrolled your child(ren) in our program you also joined a ministry of the Orchard Hill Church. We hope that your affiliation with the church and Preschool and Childcare Center is a lasting and enriching one that your whole family will remember.

It is our belief that each child needs free and structured loving attention during the formative years of life. Recognizing that there exists in our society a need for out-of-home childcare, we as a Christian community, being concerned with the development and love of God's children, can perform a loving, needed, and vital ministry to each child.

That purpose should guide all of us - parents, children and staff in everything we do.

Remember, that when you chose the Preschool and Childcare Center, you did not simply purchase a service, you became a part of the Orchard Hill family.

We realize that by enrolling your child with us you have entrusted the Center with the most precious person in your life. You have high hopes and dreams for them as does our staff. As the year progresses, we are confident that you will see many of these hopes and dreams realized through the help of the Center staff. In the meantime, if you have any questions, concerns or suggestions, please do not hesitate to contact me at the Center office. I look forward to meeting each of you personally very soon.

In Christ,

Jennifer L. Gray

Center Director

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This handbook is intended to familiarize families with current Orchard Hill Christian Preschool and Child Care Center policy, practices, and standards. Electronic copies (PDF) of the handbook are available on our website at orchardhillpreschool.org. Print copies are available upon request. Orchard Hill Christian Preschool and Child Care reserves the right to revise its policies, practices,

and standards as deemed appropriate by the Director. Families will be notified of updates to the handbook.

OHCPCC

History

Fairview Reformed Church created Fairview Christian Learning Center in 1982 as a service to the church and the Northwest GR community as a whole. Later in 1996, Bethany Reformed and Fairview Reformed Churches merged to create Orchard Hill Reformed Church. When the merge happened, Fairview Christian Learning Center became Orchard Hill Christian Learning Center. Finally, in 2010 the name of the Center was updated to what we know it as today – Orchard Hill Christian Preschool and Child Care Center. We are proud of our deep history serving this community and honored by the shining reputation the Center continue to be recognized for in Northwest Grand Rapids.

Mission Statement

Our mission is to foster a safe and positive environment where children can grow in God’s love. We believe there is always more than one solution to a problem, and we strive to provide our students with numerous opportunities for creative problem solving through play-based and child-focused learning, as a community of learners through constant exploration.

Philosophy of Ministry

We believe that each child is a unique creation of God and is granted special gifts by Him. Our leaders will utilize those gifts to help mold each child into a uniquely independent individual. We recognize the importance of community, fellowship, and constant growth in our personal walk with God, and we aim to model that for our students daily.

Through our ministry, our goal is:

- To nurture each child’s relationship with God
- To have a positive experience outside of the home
- To help each child learn to get along with others
- To develop a positive self-image and a feeling of success
- To develop self-expression through art, music, and interaction
- To develop self-control by sharing and listening
- To develop responsibility, independence, and decision-making skills
- To improve verbal communication skills

To have fun!

Each individual classroom will also develop and implement individual and classroom goals for your child. General classroom goals are provided to the parents at the time of enrollment in that program. Individual goals for children will be discussed and then developed following parent/teacher conference time. We welcome a family's input and expectations of their child during their time in our program.

GENERAL CENTER INFORMATION

Administration

Director: Jennifer Gray

jenniferg@orchardhill.org

Assistant Director: Becky DuBois

beckyd@orchardhill.org

Hours of Operation

Orchard Hill Christian Preschool and Child Care Center is open Monday through Friday from 6:30am to 6:00pm. The Center is closed for the following holidays.

New Year's Day	Thanksgiving (2 days)
Parent/Teacher Conference Day (page 17)	Christmas Eve
Memorial Day	Christmas Day
Independence Day	New Year's Eve
Labor Day	

Any other closing will be announced well in advance. For more information about weather related/emergency closings, see page 10.

Programs

The following programs are available to your child.

Caterpillars	2 ½ to 3 years
Teddy Bears	2 ½ to 3 years
Fireflies	4 years
Bunnies	4 years

Giraffes	4 to 5 years
Penguins (AM and PM Care)	Young 5's or Kindergarteners from another school
Latchkey (AM and PM Care)	1 st Grade to 7 th Grade

Summer

*Ages indicated here are generally how old students are at the beginning of the school year.

**If any parent is concerned about their child's placement, they should speak to the Center Director.

Preschool

Our preschool classes are designed to enrich the lives of your young ones- to grow academically, emotionally, socially, and spiritually. In order to meet our students where they are at developmentally, we offer two separate preschool programs: a 3-year-old program and a 4-year-old program. Whichever program your child is enrolled in, staff will implement Creative Curriculum, a Christian Teaching curriculum and the Zoo Phonics program to help facilitate and encourage learning. We know that this age is extremely important to a child's success; we strongly believe that through our programs, your child will flourish in their k-12 educational career.

Pre-Kindergarten

Pre-kindergarten provides another opportunity for students to grow and learn before they head off to Kindergarten. Through extensive research and conversing with local Kindergarten teachers, we believe we have a strong handle on what students need to walk in the doors of their kindergarten class next year. Our staff understands the importance of social and emotional skills as well as "self-help" skills. Students will learn how to make and keep friends, handle conflict, and regulate their emotions. On top of that, Pre-kindergarten is designed to guide students in writing their name, identifying letters and numbers, counting, and more! Pre-kindergarten staff uses Creative Curriculum, a Christian Teaching Curriculum and Zoo Phonics as well.

School-Age

At Orchard Hill, the latchkey program offers before and after school care for children from 1st-7th grade. In the morning, we have our game shelf, art station, and dramatic play area open and we offer homework help before school. In the afternoon, when the children arrive, there are five or six quiet choices for them to choose from and we encourage them to finish any homework they have. Then, we have snack and participate in a fun, engaging activity that caters to all ages in our classroom. When planning our large group activity, we focus on bible studies, art, and STEAM experiments and build our calendar based on the children's' input. After our large group activity, we have free play in either the classroom, gym, or outside until the children are picked

up. The latchkey room is always buzzing with excitement and is a great place for children to have fun before and after school.

Summer

Our summer program is one of our most popular programs for all ages 2 1/2 - 12 years old. Most summers the Center runs two preschool-age classes and four school-age classes. Weekly and monthly themes help to guide the fun for all age groups.

The preschool-age children enjoy local field trips, extended outside and water play time, and arts and crafts. Typical field trips include the local library and parks, tours of local businesses, the zoo, and Meijer Gardens. These classes enjoy bike and cooking days as well as daily Bible stories, songs, and finger plays.

The school-age groups venture out on off-site field trips 3 – 4 times a week. Other activities include games and sports in our gym and playground areas, as well as arts and crafts, and weekly Bible studies. Typical field trips include local parks, Richmond Pool, splash pads, bowling, roller skating and more!

During the summer months, the Center is often able to offer extra activities at an additional cost to parents. These include swimming lessons, Elementary-age subject tutoring and beginner dance lessons.

Ratios

At Orchard Hill Christian Preschool and Child Care, we always maintain the following staff-to-child ratios in our classrooms:

Age of Children	Minimum Ratio of Staff to Children	MI Licensing Ratios
2 ½ to 3	1:6	1:8
4	1:7	1:8
5	1:8	1:12
K-6 Grade	1:10	1:18

Licensing

Orchard Hill Christian Preschool and Child Care Center is a public program voluntarily licensed to serve 118 children by the Michigan Department of Licensing and Regulatory Affairs. A copy of the licensing rules is available for review in the administration office, the communication bulletin board, or on the web at <https://www.michigan.gov/lara/>. Annual inspections and corrective action plans are available for parents upon request.

Great Start to Quality Rating Process

Orchard Hill Christian Preschool and Childcare Center is a participant in the Michigan Great Start to Quality Rating Scale.

How the Process Works: The process of quality improvement never ends. Programs are encouraged and supported (with resources, guidance, and coaching) to continue to reflect on their practices. Following the process below helps programs create goals for improvement and helps ensure the best quality care for the children and families they serve.



<https://greatstarttoquality.org/quality-improvement-process/>

Who runs Great Start to Quality?

Great Start to Quality was designed in Michigan by early childhood development experts from the state and local levels, including parents. The Michigan Department of Education's Office of Great Start is the lead agency with funding provided by the federal Child Care Development Fund and the state.

The Early Childhood Investment Corporation, an independent and publicly-owned nonprofit coordinating Michigan's efforts to build an efficient and effective early childhood development

system, is directly responsible for the development and implementation of *Great Start to Quality*.

Weather-Related Closings



Orchard Hill Christian Preschool and Child Care will remain open during most severe weather. The Director and/or Assistant Director will monitor the weather and local news stations to determine when it is appropriate to close the Center.

In the event that Orchard Hill closes, an announcement will be made on the local radio and TV stations (WZZM 13, Wood TV 8, Fox 17) and parents will be contacted and informed of the situation via email. To receive the information quickly, please be signed up to our “Rained Out” text messaging system- you may do that through this link or by using the QR code.

https://www.rainedout.net/team_page.php?a=af2efc4ae43490735717

Snow Days

Morning Preschool only and Pre-kindergarten classes are canceled if Walker Charter Academy closes due to severe weather. The Center will make every effort to remain open for childcare.

Emergency Closings

In a rare event, the Center may close due to power loss, fire damage, communicable disease outbreak, or something unforeseen.

We will notify you about emergency closings via local radio and tv stations, email, or texts through “Rained Out.”

Confidentiality

Confidentiality is a top priority for Orchard Hill Christian Preschool and Child Care. Personal information of families and staff will not be shared for any reason without prior written consent of the individual. When discussing a child’s activities and friends in the classroom, only first names will be used. In situations regarding behavior problems, Behavior Reports, or Golden Rods, names of children involved will never be given to families.

The Family Information Form and Child Information Record will be consulted for parental/guardian consent of confidential information prior to any details shared outside of the main custodial parent with other member of the immediate family, program staff, or outside consultants. This includes information with regard to assessment, attendance, health records, and financial details. If there is reason to believe that a child’s welfare and health may be at risk, the Center may share confidential information with agencies or other outside persons intervening legally in the child’s interest.

ENROLLMENT

Enrollment Criteria

Your child must be at least 2 years and 6 months of age to enroll.

Your child must be completely potty trained. This means they cannot wear “pull-up” training pants at any time, and they must be able to function independently in the restroom.

Depending on the age of the child, a teacher will accompany the child to the bathroom.

The following forms must be accurately completed at the time of enrollment:

1. Child Information Record
2. Preschool/Pre-kindergarten- Health Appraisal (Physical) and Immunization Record
 - a. Updated annually
3. School Age- Good Health Statement
 - a. Updated annually
4. Allergy Action Plan, if applicable
5. Parent Participation Form
6. Family Information Form
7. Food Program Form
8. Parent Handbook Receipt (found on the last page of the handbook)
9. A non-refundable registration fee of \$20 per child must accompany each registration. Parents must re-register their child(ren) in January to reserve a spot for the following Summer and Fall program.

Updating Enrollment Records

Each fall, Orchard Hill completes an audit of enrollment records. At the conclusion of the audit, families will be notified if anything needs to be updated.

Other records must be updated throughout the year, such as physicals and immunization records. When visiting your child’s physician for a yearly “well-child” appointment, please request a copy of your child’s physical and most recent immunization record. You may bring these items in yourself or have your physician mail or fax them to the Center.

In addition, any time a family’s information changes such as telephone numbers, address, place of employment or health insurance provider, a new Child Information Record must be completed.

We must know how to reach you at all times- so any changes to your contact information must be reported to our admin.

PAYMENT POLICY

Tuition Payment

Tuition is figured on a monthly basis--prorated by the number of program days a child is enrolled. Parents are required to sign an enrollment agreement in August and in May, this will verify attendance and rates. Please note that rates do vary between the summer and school year. Statements will be emailed to you at the beginning of each month. Paper copies will be available upon request. Payments are due the 15th of each month.

Automatic Payments

We strongly encourage parents to choose to enroll in an ACH debit from their account on the 15th of each month. Please sign up by filling out the ACH Debit form available in the admin office.

Cash/Checks/Credit/Debit

If your family is not able to enroll in our automatic payment opportunity, all other forms of payment are expected to be paid by either check, money order, cash or credit/debit card. Cash payments are not accepted except in person to the Director. Credit/Debit card payments are accepted at a 3% service charge.

Department of Human Services Assistance (DHS)

The Center is a State of Michigan DHS participating center. A parent who wishes to use DHS as a form of payment for childcare is responsible for obtaining and completing all required paperwork. In addition, that parent will be responsible for the full amount of tuition until the authorization for payment is given by DHS. After authorization has been given there may still be an additional amount owed beyond what DHS will pay. This leftover amount will be the parent's responsibility.

Credit Vouchers

The full monthly tuition is expected regardless of your child's attendance. One week's worth of credit will be awarded in the form of credit vouchers according to the enrolled childcare program at the beginning of the Fall Program. For example: 5 days of daycare = 5 credit vouchers, 4 days = 4 credit vouchers, and so on. These vouchers can then be used at will during the school year program only and may not be carried over from one program to the next. Parents are responsible for turning in vouchers no later than the 25th of the prior month in which they are to be used. Any unused vouchers may be turned in by April 25th for a credit in the month of May for the school year program. No other credit is given for sickness or vacation. Parents should not adjust their payment in anticipation of any credit they might be receiving. Please wait for a revised statement to be given to you in the following month, which will reflect any credit you have been awarded.

Non-Payment Policy

If two month's payments are missed it may become necessary to drop a child from the program. Re-entry into the program will be subject to space availability and payment of all outstanding charges.

In some cases, the director and parent may choose to set up a payment plan to assist in clearing a past due amount. If the parent cannot meet their obligations as arranged the child will be dropped from the program.

As a final result of non-payment, the parent will be referred to a collection agency, which will take over the collection of funds.

Suspension Pay

If a child is suspended from the center as a result of a behavioral issue the parent will remain responsible for that daily amount billed for that child. Conversely, if a child is suspended from their home elementary school the parent will remain responsible for the daily amount billed for that child for those day(s).

CURRICULUM/ASSESSMENT

Curriculum at Orchard Hill Christian Preschool and Child Care includes the child-initiated and teacher directed activities and experiences offered to young children that support and enrich their development physically, emotionally, socially, spiritually, and cognitively. Orchard Hill uses the Creative Curriculum for Preschool, a Christian teaching curriculum and Zoo Phonics (a multisensory Language Arts Program) as guides for planning the curriculum in each of our program rooms. Each classroom posts a monthly calendar and newsletter outside their classroom or in the hallway organizer so families can stay up to date with their child's daily activities. These plans contain a number of activities designed to foster each child's development, and the development of the group as a whole. Lesson plans may be changed in order to accommodate the children's changing interests.

By following Creative Curriculum, each of our classrooms are intentionally designed to include ten interest areas in our set up; these interest areas include blocks, dramatic play, toys and games, art, library, discovery, sand and water, music and movement, cooking, and technology. Interest areas offer multiple opportunities for children to explore, discover, and grow. Outdoor play is important to a child's physical development, so we strive to get outside as much as possible, weather permitting. Creative Curriculum also encourages play- and we couldn't agree more. Play, especially uninterrupted free play, creates an environment where children explore and learn together. Therefore, play is a daily part of the curriculum and means a child has the opportunity to choose which center or activity he/she participates in. This promotes creative expression and development of important social skills.

The Creative Curriculum also encompasses the following growth areas: social/emotional, physical development (gross and fine motor), language development, early literacy, early mathematics, early science, technology, creative expression and appreciation of the arts, health and safety, and social studies.

Daily Schedules and Activities

The classroom's teachers work cooperatively to create a daily schedule and plan activities that meet each child's developmental abilities and needs. The daily schedule and activities create a balance between active and quiet times; large and small group, and individual activities; small and large muscle activities; indoor and outdoor play times; as well as times for self-selection and teacher-directed activities. Consistency from day-to-day is particularly important to the overall well-being of the children and classroom environment. Children thrive on consistency! Routines will be maintained whenever possible for arrivals and departures; meals and snacks; resting or nap times; personal care routines like toileting and hand washing; and transitions.

Free Play

"Free-play" (also called child-initiated activities, free choice, self-selection) activities are incorporated into the morning and afternoon schedule. During free-play, teachers actively participate with the children by asking open-ended questions about what the children are doing, participating in their pretend play, reading books when prompted, encouraging children to try new activities or play with a new toy, etc. Not only do students explore their imagination through play, they learn how to regulate their emotions, control their bodies, resolve conflict, and interact with their peers. Orchard Hill Christian Preschool and Child Care is a play-based facility- we are constantly encouraging our little learners to play!

Outdoor Play

Outdoor play is incorporated into the daily schedule for both the morning and afternoon. There is less structure in an outdoor learning environment; however, staff members actively engage in activities when prompted by the children. Outdoor play is an opportunity for children to run, jump, climb and use their bodies in ways that would otherwise be unsafe in an indoor classroom. In addition, a large amount of social interaction takes place when children play outdoors. Because they are engaged in fewer teacher-directed activities and more child-directed play, children can choose their friends and who to interact with.

Children will go outside year-round, including in the winter. If your child is not feeling well enough to go outside with their class, they should not be in attendance that day at the Center. Our teachers refer to Rule R400.8170 (3) that states that students may not go outside with the temperatures below 12° (including wind chill). For exceedingly hot or unsafe, summer conditions, Center administration will use their discretion and local weather resources (air quality and temperatures) to determine if it's safe enough to go outside.

If weather does not allow our classes to go outside, our staff will utilize the gym to still allow our students to further develop their gross motor muscles.

It is important for parents to send their children in appropriate clothing and outerwear for the weather conditions (e.g., coat, snow pants, boots, waterproof mittens, a warm hat, etc.). Please clearly label all articles of clothing with your child's name. We do have a few extra hats and mittens, but not enough for every child.

Nap/Rest Time

The Michigan LARA requires that all children must be provided a regularly scheduled nap or resting time. Children will not be forced to sleep but may be encouraged to lie quietly for a period of time.

Parents/Guardians have the opportunity to choose the amount of time they would like their child to nap/rest at the time of their enrollment.

2 Hour Nap

1 Hour and 30 Minute Nap

1 Hour Nap/Rest

If any changes need to be made to a child's nap schedule, please let any member of the Center staff know. We can make any changes necessary to best fit your family's needs.

Children are encouraged to bring rest items from home to use during nap/rest time- children can bring a blanket, small sheet, stuffed animal, anything to help them rest. These items will be stored in their hallway cubbies, so please be mindful of the limited storage space. It is also important that these items are brought home to be laundered throughout the month. We do supply Orchard Hill rest bags, if you'd like to send rest items in those zipped bags as well.

Importance of Rest

Beyond the LARA regulations, it has been proven by early childhood researchers that all children need some "down time" in their day. This down time assists the child in recharging for the rest of their day of play and learning. It is not meant to be a penalty or consequence for behavior but rather a beneficial time to rest their bodies and their minds. The center staff believes strongly that this time is imperative to healthy development of the children in our care and feel it is an important part of each child's daily routine.

Multimedia

The use of multimedia in our program is an extension of the teaching and learning that takes place in our classrooms. Staff will adhere to Rule R400.8179 (10). You may notice some televisions throughout the Center. These are used to promote learning through developmentally appropriate YouTube videos and other internet resources.

There may be an occasional day throughout the school year that a movie will be shown in a classroom. Sometimes, “movie days” are rewards for a well-behaved classroom or a field trip for the school age program. In this case, movies are chosen still based on developmentally appropriate content. Children 5 or younger will only view multimedia with a “G” rating; children 6 or older may be shown “G” or “PG” rated multimedia.

Weapons/Violent Play

There is a strict policy of allowing no weapon play at Orchard Hill Christian Preschool and Child Care. Children are not permitted to play with weapons of any type or size or to pretend that other items are weapons, including their fingers, hands, or blocks. Redirection should be used when a child is engaging in weapon or violent play. If a child brings a weapon to school, the weapon should be placed out of sight and sent home the same day with a note explaining the policy about weapons. Competitive behavior is minimized in our programs. In young children, competition often increases negative behavior and decreases acceptance of others. Bullying is not considered acceptable behavior; all efforts will be made to guide children in finding appropriate ways to interact with others.

Pets and Visiting Animals

Staff may introduce a class pet to the classroom. Pets and visiting animals that are brought into the classroom must be carefully considered for their temperament, health risks, and appropriateness for young children. No animal may be brought into our Center without first notifying and receiving permission from the Director and/or Assistant Director. Once approved by the Director and/or Assistant Director, parents/guardians will be notified prior to the visit as well.

Assessments

The Center and its staff believe strongly in documentation of your child’s growth and development as they progress through our program. The staff utilizes a student skills assessment tool as well as anecdotal portfolios to document the growth of your child. The Student Skills Assessment tool is used three times per school year to accurately demonstrate progress throughout your child’s attendance. The first two times these formal assessments are performed will be communicated to you at parent/teacher conferences (late Winter).

To our staff, assessment results are important, however they do not define a child’s worth, character, or identity. Results are meant to allow for a more complete picture of your child’s development. By tracking a child’s development, our teachers are able to plan activities that are appropriate for each child’s developmental abilities.

To reiterate, our student’s worth is not dependent on a certain score or criteria they can attain; their worth and identity is defined by the One who created them.

Parent/Teacher Conferences

Parent/teacher conferences will be held once a year, generally in February. The goal of a parent-teacher conference is to gain insight into your child's development both in the Center setting as well as the home setting. During conferences, your child's development and any goals you may have for your child will be discussed. Parents are encouraged to request conferences whenever they feel like it would be beneficial for their child's success.

Anecdotal Portfolios

Throughout the school year, staff will complete "anecdotal records" for each child. These act as a "formative" assessment, meaning that they are ongoing and tend to be based on teachers' intentional observations of children during specific learning experiences. Many teachers find formative assessments most useful when planning learning experiences, activities, and environments. Our staff's notes about what children are able to do while they engage in real-life tasks such as block building, retelling a story, or climbing on a playground structure provide a wealth of information. You'll receive these reports and a portfolio to demonstrate ways that your child has met each Creative Curriculum Standard throughout his/her school year. Many standards will be accompanied with a picture to give you a better understanding of how they met the standard. You will receive your child's portfolio following our annual graduation performance.

Field Trips

Orchard Hill Christian Preschool and Child Care offers a variety of experiences both at and away from the Center. During the school year, preschool and pre-kindergarten students travel once a month to a local learning enrichment opportunity. It's important to allow students to grow and learn outside of our Center walls. Parents will be asked to sign a blanket permission form. This is located on the Family Information Form. Parents will be notified in advance of all field trips, and parents are invited to come, as long as they sign up with their child's teacher. This is only the case for school year field trips. Summer field trips are more frequent, and generally, parents do not attend these trips.

Classes will either be transported on our Orchard Hill 14 passenger bus or through a local school district bussing service (most commonly Dean/Durham). All vehicles are checked regularly for safety equipment requirements. When travelling with our Orchard Hill bus, the State of Michigan requires seat belts and appropriate booster seats depending on their age. When travelling through Dean/Durham Transportation, we will adhere to the federal-mandated safety requirements for each age group as outlined in <https://www.nhtsa.gov/road-safety/school-bus-safety>. Every mode of transportation carries a first aid kit and records of each child riding.

Meals and Snacks

At Orchard Hill Christian Preschool and Child Care, children are provided a nutritious breakfast, AM snack, lunch, and PM snack. Classes sit together at family-style tables and serve themselves. Orchard Hill follows the nutritional guidelines established by the Child and Adult Care Food Program. Copies of the menu will be available each week in the communication organizer in the Center hallway.

Children will be encouraged to sample all foods that are offered but will never be forced to eat. Please inform our Director/Assistant Director if your child cannot eat a certain food or has different dietary needs (e.g. vegetarian, vegan, lactose intolerant) so a substitution can be made. For certain dietary restrictions, you may be asked to provide food from home for your child. Please do not bring food into the Center unless it has been previously arranged. If your child has a food allergy, you will also be directed to fill out an Allergy Action Plan for any dietary restrictions.

Breakfast will be served at 8:15, lunch at 12:15, and afternoon snack between 3:30 and 4:00pm. In order to start preschool/pre-kindergarten on time, parents that plan to arrive after 8:15am should serve their children breakfast at home. During the summer, with the influx of students, there are two separate lunches- 11:45 for the school-age students and 12:15 for our preschool students. Staff serves 1% to children for snacks and meals, in accordance with the CACFP rules.

United States Department of Agriculture

The US Department of Agriculture prohibit discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or 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.

If you wish to file a Civil Rights program complaint of discrimination the USDA Program Discrimination Complaint Form, found online at http://ascr.usda.gov/complaint_file_cust.htm 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, DC 20250-9410, by fax (202)690.7442 or email at program.intake@usda.gov.

Individuals who are deaf, hard of hearing, or have speech disabilities may contact USDA through the Federal Relay Service at (800)877.8339 (English) or (800)845.6136 (Spanish).

USDA is an equal opportunity provider and employer.

Oral Health Plan

Oral health is an important part of a child's development. Orchard Hill Preschool educators will encourage children in our care to brush their teeth and assist them in doing so. Children will not be forced to brush their teeth. When children are in the program for more than 4 hours or whenever they consume a meal in childcare, they will be given the opportunity to brush their teeth. Toothbrushes are labeled with the child's name and date and are stored in sanitary Plexiglas holders that clearly separate the individual toothbrushes. Toothbrushes and toothpaste is provided by the center. If you wish for your child to use his/her own toothbrush, please make sure to label it and hand it directly to the classroom teacher.

Allergy Action Plan

If your child has a food allergy, please complete an Allergy Action Plan form, available in the office. This form will be posted in your child's classroom, as well as our Center's kitchen. If you choose to supply an antihistamine like Benadryl (diphenhydramine), please make a note on the Allergy Action Plan form. The antihistamine MUST be in a liquid form. On the Allergy Action Plan, parents have the ability to note that their child's allergy requires epi-pen; if this is the case for your child, we ask that you provide one for the Center. If it's possible for you to supply two, we strongly encourage you to, as the results of epi-pen are only present for ten minutes.

CLOTHING AND ITEMS FROM HOME

Play Clothes

Please send your child to Orchard Hill in comfortable play clothes and shoes. Play is usually active and often messy; comfortable, washable clothes are important if your child is to participate fully in the program. Outdoor play is scheduled every day as an essential part of our planned curriculum. We expect all children to be dressed appropriately for both indoor and outdoor activities.

All children occasionally wet their clothes and have toileting accidents. Whenever this occurs, it is best to change the child into an extra set of clothing provided by the family. We request that you bring a complete change of clothing (maybe two sets for 3-year-old or younger), including underwear, to be kept at school and replenished as needed. You can leave these sets of clothing in a Ziploc labeled with your child's name on it in their cubby or in their backpack on their hook. In an extreme and rare case, if a child soils their underwear passed the point of recovery, they may be thrown away.

Items from Home

As mentioned above, we encourage preschoolers and pre-kindergarten students to bring rest items from home- blanket, small sheet, stuffed animal, or pillow. Students often like to bring toys from home on occasion. For special events or sharing time, this is okay. Please help us to limit bringing special "treasures" from home. It is often difficult for young children to share these special toys, and we do not want their favorite toys to be lost, stolen, or broken. For this reason,

we ask that if your child brings a special item to school it's put in their cubby shortly after arrival and that you clearly label everything from home. It is recommended that items of value, such as handheld gaming systems, tablets, or smart phones, be left at home due to the risk of damage or theft. Orchard Hill is not responsible for lost, stolen, or damaged items.

ARRIVAL AND DEPARTURE

Arrival

Students should be "signed in" each morning using your card at the sign in reader about halfway down the hallway near the clock.

Parents are required to accompany their child into the Center and into their child's classroom. Parents should also speak with the teacher in the classroom, if only briefly. We encourage parents to communicate with their child's teacher, about their child's temperament that particular day, how he/she slept the night before, whether he/she has eaten that morning, etc.

Most children go through periods of having difficulty with separating from their parent(s)/guardian(s). This is common and developmentally appropriate. Try these tips for a successful drop-off:

1. Establish a regular, predictable routine. Whether you have a kiss and a hug and go, or help your child put his things in his cubby first, do it the same way every day. What often makes separating stressful for the children is the uncertainty. If your child can predict what will happen, the separation won't be as difficult.
2. Separate once. If you come back into the classroom again and again, it will increase your child's stress. Remember the moment of separation is the worst part for your child, so doing it more than once makes it stressful for your child.
3. Be reliable. Return when promised. Children who are picked up later than expected maybe have more difficulties separating. Phrase time in terms your child will understand. For example, you will be back after snack time or before nap time.
4. We understand that some mornings may be tough- we are ready to help. If you need assistance during drop off, please let a staff member know. They will gladly help your child transition into the classroom.

Departure

Orchard Hill closes at 6:00pm Monday through Friday. If you will be late picking up your child, please provide us with as much notice as possible. Please note that there is a late fee for arriving after 6:00pm (\$5/5 minutes). If someone we are not familiar with is to pick up your child, it is essential that you inform our Director in advance of the pick-up. This person must be listed as an authorized person the Child Information Record. Remind the authorized person that they will be asked for identification (driver's license) to ensure your child's safety. Even if the individual has picked up before, he or she may still need identification if the teacher has never met him/her.

Be sure to say goodbye to your child's teacher so they know you are leaving. Once you have reunited with your child and are departing, Orchard Hill Christian Preschool and Child Care is no longer responsible for your child.

At pick-up, please remember the following:

1. Sign your child out by using your card at the "sign out reader" located near the exit of the hallway.
2. Please be sure to collect all of your child's belongings. You may choose to leave rest items, their backpack, or their snow gear here, but please check their cubbies every day to take home any papers, dirty clothes, or other belongings each evening. It's also really helpful if you are able to take a minute to straighten their items that stay at the Center overnight!
3. Every night you should be checking your parent folder in the hallway. These folders are our staff's way of communicating with you- you may find tuition statements, behavior reports, accident reports, and other pertinent information.
4. Please let a staff member know if you need your child to be ready for pick up early on occasion. We are happy to help gather your child's belongings and prepare them for your arrival.
5. Children should help take care of what they're playing with before leaving the classroom. This helps further develop their ability to take responsibility for their belongings.
6. If parents do not arrive to pick up their child from the program, staff members will first try to contact parents using all phone numbers provided on the Child Information Record. If parents are unable to be reached, staff members will try to contact all emergency contact persons. If staff members are unable to contact emergency contact persons, the Director and/or Assistant Director will be notified, and she will then notify the Walker Police Department.

Attendance

Regular attendance is strongly encouraged for the benefit of the child as well as the classroom as a whole. If your child will be absent, please call/email the Center.

Change of Schedule

If, from time to time, you need care for your child on days or for hours other than his/her regular schedule, you must fill out a Change of Schedule form. This includes school days off of Latchkey students. We must have advance notice. Scheduled days cannot be switched for non-scheduled days without an additional charge. Please use the Change of Schedule form if you know in advance that your child will be absent. Parents of school-age children must inform us either by phone or by using the Change of Schedule for when your child is not getting off the bus on a particular day. We will call you if there is no notice to ensure the safety of your child.

Withdrawal Policy

If your family believes that it would be best to remove your child from our program, notify our Director and/or Assistant Director. We require a two-week notice- you will be billed for your child's regularly attended days regardless of their attendance during the duration of those two weeks.

ILLNESS AND DOCUMENTATION

The Center will take the necessary precautions to contain and prevent the spread of contagious illnesses or diseases. The Center cannot guarantee that contagious illnesses or diseases will be completely contained or will not spread to other children. Parents must recognize that while in care, it is possible that the child may be exposed to a contagious illness or disease.

With that said, our first priority at Orchard Hill is providing a healthy, safe learning environment for all of the children. A child will be sent home as soon as possible if any of the following is experienced: an illness prevents the child from participating comfortably in activities (as determined by staff); an illness results in a greater need for care than the staff can reasonably provide without compromising the health or safety of other children in the classroom; or a child is experiencing any of the following conditions:

- A fever above 100° F, until 24 hours symptom free without fever reducing medication
- Any kind of unexplained sores or rash on the skin
- Diarrhea that prevents normal play (not associated with diet changes or medications; multiple loose or watery instances within an hour; or accompanied with fever and/or vomiting)
- Vomiting (one instance)
- Green or yellow runny nose
- Cough that lasts longer than a few days
- Sore throat that lasts longer than a few days
- Tiredness
- Headache
- Wheezing
- Any Allergic reaction
- Any other communicable disease

Chicken Pox

Mumps

Scabies

Hepatitis A

Tuberculosis

Measles

Impetigo

Rubella

Hand, Foot, Mouth

Herpes Simplex

Pertussis

Ring Worm

Lice

A child who becomes ill while at Orchard Hill must be removed from the classroom in order to limit exposure of other children to communicable disease. An ill child will be sent to the office to wait for his/her parent to arrive. For this reason, we ask families to make every effort to pick up a sick child as soon as possible.

Since communicable diseases spread easily in childcare settings, please keep your child home if they exhibit any of the above symptoms. These symptoms must be absent for 24 hours before the child may return to the Center.

Orchard Hill Christian Preschool and Child Care reserves the right to make the final determination of exclusion due to illness. Any exceptions to our illness policy will require a written note from a licensed health care professional stating that the child is not contagious.

Staff Health Services Plan

The Center shall have on file evidence that each staff member and each volunteer who has contact with children 4 hours or more per week for more than 2 consecutive weeks is free from communicable tuberculosis, verified within 2 years before employment.

Notice of Exposure and Reporting Disease

If your child is exposed to a communicable disease, a notice will be posted at the front door or on the door to your child's classroom. Additionally, families may be notified through email of the illness. If your child or anyone in your household becomes ill with a communicable disease, please notify the Director immediately. The Director may notify the health department as well.

Hand Washing

Frequent hand washing with soap and warm, running water is the most effective way to reduce and prevent the spread of illnesses commonly found in childcares such as the flu, diarrhea, and pink eye. Parents are encouraged to assist their child in hand washing process upon arrive. Other times your child (and staff members) will be expected to wash their hands:

- Upon arriving at the Center
- After each toilet use
- Before and after mealtimes
- Before and after administering medication
- After handling bodily fluids (mucus, blood, vomit)
- After handling pets or other animals
- After handling garbage

Warm, running water (no colder than 60°F) and soap must be used. Hands must be rubbed vigorously for at least 20 seconds, including the backs of hands, between fingers, under nails,

and under any jewelry. A disposable paper towel should be used to dry hands and turn off the faucet (our Center does have some automatic faucets). Help reinforce the importance of hand washing by encouraging frequent hand washing at home as well.

Medications

Prescription and over-the-counter medications must be given to a staff member in the original container, clearly labeled with the child's full name and birth date. Orchard Hill Christian Preschool and Child Care will not administer any medication without a signed Medication Permission and Instructions Form. Forms can be obtained from your child's teacher or from the Director and/or Assistant Director.

Medications are stored in a med-box in our Center's kitchen while in use at Orchard Hill. The Medication Permission and Instructions Form must remain with the medication at all times. Unused medications must be immediately returned to the family and will not be stored at Orchard Hill.

Medications will be administered only by trained staff (lead teachers, the Director or the Assistant Director); our staff has been trained on proper medication administration and the five rights of medication administration. When a medication is given, the teacher will document the type of medication administered, the dosage, and the time it was given (recorded on the Medication Permission and Instructions Form).

If your child may require an as-needed treatment for an allergic reaction or medical issue, please be sure the Center staff have an adequate amount of the medication to take along on field trip or other times students may not be at the Center. The medications may include inhalers, Benadryl (liquid form), or epi-pens, etc.

Physicals and Immunization Records

Each child must have a current Health Appraisal and complete list of all immunizations or an accepted immunization waiver issued by the Kent County Health department on file at Orchard Hill Christian Preschool and Child Care Center. The physical on file must be updated at least bi-annually; immunization records must be updated whenever a new immunization is received.

Documentation of Accidents/Incidents

We take the safety of your child very seriously; our staff closely monitors their students as they play and learn regardless of if they're in the classroom, the gym, the playground, or off-site. We wish we could promise that your child is safe from bumps, bruises, and scratches, but we can't.

We can promise to document and communicate every bump, bruise, scratch, or other incident that we are aware of. If your child is injured while at the Center, staff will administer proper first aid to your child. The teacher will then complete an Incident/Accident Report. You will be notified by the on-duty staff that your report is in your parent folder in the hallway.

The Incident/Accident Report will:

Be completed right after the staff member completed the first aid with your child.

Be thorough and specific. Staff will use great detail (to their fullest ability) when explaining events, but they will never include other children's names.

Be copied. One copy is for you to take home. The other needs to be signed and returned to the administration office.

If the injury is serious and the staff believes that the injury is such that the child cannot stay at the Center, parents will be contacted by the Child Information Card. If no one can be reached and the injury seems severe enough, staff will call 911 and he/she will be taken to the hospital (chosen by you on the Child Information Card).

If your child is off-site in our Orchard Hill bus and there is an accident, the teacher will use his/her best judgment to ensure that proper medical treatment is provided. If the teacher decides hospital treatment is necessary, 911 will be called and the parents of the injured child and our Director and/or Assistant director will immediately be notified.

Documentation of Health Incidents

Depending on symptoms, a staff member may decide that a student needs to go home due to illness. If this is the case, a parent/guardian will be called. When the student is picked up, the parent/guardian will be given a Child Illness Form. This form will be used as a way to communicate with you what symptoms your child exhibited at school, why they're going home, and when they may return. We will need a signature. Then, please return it to the administration office.

Documentation of Allergies

A child with allergies must have an Allergy Action Plan on file at the Center. This Allergy Action Plan will be in a visible location in both the classroom and the Center kitchen. All staff working in the classroom of the child with allergies must review the Allergy Action Plan to ensure understanding of emergency procedures, should the child have an allergic reaction. All allergic reactions will be documented with an Accident/Incident Form.

Sunscreen and Insect Repellent

During the late Spring and Summer months the center requests permission to apply SPF50 and Insect Repellent when necessary based on weather conditions and outdoor plans for the day. The center will provide appropriate sunscreen and insect repellent for use daily. If families have a preference of sunscreen/insect repellent or have had an allergic reaction to any product, they may provide their own product for our staff to apply on their child.

Swimming and Water Play Permission

During the summer months our program does include water play for preschool-age children and swimming opportunities for our school-age children. The center will request permission from all parents for the children to participate in water play and/or swimming opportunities during the summer months. Please note that all school-age children will be tested on their swimming ability prior to any swimming trips planned. In addition, the center will only plan swimming trips to pools that have certified lifeguards on site. All center staff are required to be in the water with the children at all times as well.

Mandatory Child Abuse Reporters

As childcare professionals who interact with children on a daily basis, each staff member of Orchard Hill Christian Preschool and Child Care Center is a mandatory child abuse and neglect reporter and must immediately contact Child Protective Services whenever physical, emotional, sexual abuse or neglect is suspected. Staff members will also report to the Director, and the Director and involved staff member will complete and submit an online form within 24 hours.

Tobacco Use

Cigarettes, electronic cigarettes, other vaping devices, and smokeless tobacco products are prohibited on Orchard Hill premises- including parking lots and outdoor play areas.

Affidavit Policy

At times, families may be dealing with difficult situations at home. When legal matters are present in the home, families may need to collect affidavits for their legal team. Due to the nature of the relationship between caregiver and child, families may choose to ask an Orchard Hill Christian Preschool and Child Care staff member to provide such a statement. Our program's priority is providing the best possible care when children are away from home and our focus will remain on the child, making sure all their needs are met during what could be difficult time at home. For that reason, Orchard Hill Christian Preschool and Child Care staff members will not provide written statements or affidavits of a professional nature to families.

State First Aid Requirements

The State of Michigan licensing regulations require that child care center have all staff on duty, during regular operating hours, certified within the preceding 2 years in first aid, age appropriate cardiopulmonary resuscitation (CPR) and Blood Borne Pathogen Training by the American Red Cross or a comparable organization or institution approved by the Michigan Department of Licensing and Regulatory Affairs.

Child CPR is required for children ages 8 and under; adult CPR is required for children ages 9 and above. All classrooms are equipped with portable first aid kits as well as a complete first aid kit in the Resource Room area for the entire Center's use.

Childcare centers are required by the Michigan Department of Licensing and Regulatory Affairs to report verbally within 24 hours any serious injury, accident, illness, or medical condition (allergic reaction) of a child; occurring while a child is in care, which results in emergency medical treatment or hospitalization. A written report is to follow to LARA's office within 72 hours.

Emergency Procedures

In the event of a tornado watch, we will be alert to the possibilities of a watch turning into a warning. If you desire to pick up your child during a watch, you may do so.

If a tornado warning is detected while your child is at the Center, children and teachers will move to their designated and practiced area to seek shelter until the emergency is over. For the safety of children, parents, and staff, we ask that parents do not attempt to pick up their child during a tornado warning.

In the event of a fire, bomb threat, or other evacuation emergencies the children and teachers will immediately leave the building and take shelter at Redeemed Baptist Church. The staff will then notify the parents via phone, email, or text as to their location. All children will be well-cared for and supervised until you are able to pick them up.

The Center has worked closely with the Walker Police Department to implement a Crisis Management Plan utilizing the Crisisgo App to communicate among staff and families. If someone unsafe is detected within the building or grounds the school will send out an alert through the Crisisgo App to all staff. At that time the staff make one of the three choices:

A.D.D. – AVOID, DENY, OR DEFEND

AVOID

AVOID contact by attempting to evacuate the building to the farthest point away from the situation. Take attendance and communicate your location to the director and Walker Police.

DENY

If you are unable to evacuate you will lock your classroom and instruct all children to move to the farthest corner of your classroom, away from all doors, the hallway, and windows and turn off the lights. Take attendance immediately. When all children are in place and accounted for, stay quiet and calm until given the "all clear" is given.

DEFEND

If you are denying and you are confronted by the individual DO NOT HIDE. Instead, defend yourselves: throw items at the individual's head area and create loud noises to distract the person. Fight back if necessary.

The Center staff is adequately trained to deal with an emergency. Orchard Hill Christian Preschool and Child Care practices tornado, fire, and crisis management drills throughout the year so that your child will be familiar with the routine. Each classroom will have emergency procedures posted on the walls.

APPROACH TO MISBEHAVIOR AND DISCIPLINE

As a Center staff, we understand that the way we orchestrate our classrooms, our schedule, and our transitions directly corresponds with our students' behavior. Effective guidance and discipline focus on the development of the child. They also preserve the child's self-esteem and dignity. Actions that insult or belittle are likely to cause children to view their caregivers negatively, which can inhibit learning and can teach them to be unkind to others. However, actions that acknowledge the child's efforts and progress, no matter how slow are small, is likely to encourage healthy development. Teaching children self-discipline is a demanding task. It requires patience, thoughtful attention, cooperation, and a good understanding of the child. Orchard Hill Christian Preschool and Childcare staff will only use positive guidance techniques.

When interacting with young children, staff should ask themselves the following questions:

“Am I...”

- Validating feelings?
- Asking open ended questions?
- Encouraging problem solving?
- Respecting children's choices?
- Using praise and positive reinforcement?
- Talking with children — not at them?
- Circulating throughout the classroom?
- At the child's eye level?

Reasons for Misbehavior

If caregivers understand why children misbehave, they can be more successful at reducing behavior problems. We know that all behavior is a result of a child's needs not being met. Listed here are some of the possible reasons why children misbehave.

- Children want to test whether caregivers will enforce rules.
- They experience different sets of expectations between school and home.
- A child does not understand the rules or are held to expectations that are beyond their developmental levels
- They want to assert themselves and their independence.
- They feel ill, bored, hungry, or sleepy.

- They lack accurate information and prior experience.
- They have been previously “rewarded” for their misbehavior with adult attention.
- Children are ego-centric, meaning they how they perceive their surroundings greatly have to do with how they are affected and what they want.
- The environment, schedule, or routine is unexpected or different than normal.
- The child would like attention- good or bad.

Preventing Misbehavior

Child misbehavior is impossible to prevent completely. Children, usually curious and endlessly creative, are likely to do things parents and other caregivers have not expected. However, there are many positive steps caregivers and take to help prevent misbehavior.

- Set clear, consistent rules. (e.g., walking feet; indoor voices)
- Make certain the environment is safe and worry-free.
- Show interest in child’s activities. (e.g., participating in activities with the children so they stay interested in longer periods)
- Encourage self-control and independence by providing meaningful choices. (e.g. “You may pick up the blocks or the art center.”)
- Focus on the desired behavior, rather than the one to be avoided. (e.g., “Ashley, please use helping hands with your friends.”)
- Build children’s images of themselves as trustworthy, responsible, and cooperative.
- Give clear directions, one at a time.
- Say “yes” whenever possible.
- Notice and pay attention to children when they do things right. (e.g., “Joey is playing so nicely. I like it when you keep the blocks at the table.”)
- Encourage children often and generously.
- Set a good example. (e.g., using a quiet voice when children should be quiet)
- Help children see how their actions affect others.
- Planning developmentally appropriate activities.
- Staff should be constantly modifying their day to better suit their child’s needs.
- Staff should be flexible throughout the day.

Responding to Misbehavior

While we try our best to prevent misbehavior, we know that it will happen eventually. When it does, discipline will be handled with kindness and understanding with the best interest of the child always kept in mind. Our staff uses positive methods of discipline that encourage self-control, self-direction, self-esteem, and cooperation. We strive to demonstrate desired methods for handling discord with respect and love for one another. Children are encouraged to express their feelings verbally. Listed below are our strategies our staff will use to come alongside our students and help them handle conflict or extreme emotions.

- Redirection: “Jordan, instead of drumming on the light table, drum on this bucket.”

- Participate in Solution: “You made Vivian very sad when you knocked over her tower, let’s see if there's something you can do to fix that problem.”
- Conflict Resolution: “I see that you and Carla both want to play with that car. What can we do to make it fair for both of you?”
- Natural Consequences: “I am worried that if you continue to swing that stick around you could hurt yourself or someone else.”
- Logical Consequences: “Cody since you crashed into 5 kids on your bike you need to get off, and you may not use it the rest of the time we are in here.”
- Calm Down Time: “Jaron, I see that you are very upset about picking up the blocks, but that doesn't mean we can throw them. Please come over here and calm your body down so we can talk.”

If the above strategies do not help in reducing or changing behavior the following will take place:

Preschool / Pre-Kindergarten:

1. Staff will report behavior and what strategies have been attempted to the Director and/or Assistant Director (s).
2. A Behavior Report will be written.
3. The Behavior Report lists common misbehavior we see and deal with- they are categorized by physical, verbal, and non-compliant acts.
 - a. Physical Aggression
 - i. Methodical: biting, scratching, pinching, property destruction
 - ii. Emotional: kicking, punching,
 - iii. Impulsive: hitting, grabbing, swatting
 - b. Verbal Aggression
 - i. Language: offensive, foul
 - ii. Volume: screaming, shrieking, yelling
 - c. Non-Compliance
 - d. Defiant Conduct: running away, disruption of learning, self-abuse, stimulation, refusal
4. Staff will describe the incident (s), explain the strategies they used to intervene when misbehavior occurs.
5. Staff will outline strategies used throughout the incident/day
6. Through their observation, staff will try to characterize the child’s motives/intent in their behavior.
 - a. Proactive (effort to obtain something; based on reasoning/not impulsive)
 - b. Reactive (in response to being provoked/impulsive)
7. Staff will communicate with the child’s parents if this behavior is out of the norm for their child or a recent struggle and what their plan is in their classroom moving forward.
8. Staff will intentionally communicate with the parents and try to be as descriptive as possible. We are here to be a part of a team that loves your children well when you need to work.

9. If a child receives three Behavior Reports in a matter of four weeks, your child will receive one business day suspension. Parents/guardians will still be responsible for paying for their child's spot in our program regardless of suspension.
10. If a child is suspended, staff, administration, and parents will meet to discuss the behavior plan moving forward. This gives all parties an opportunity to voice their concerns and their ideas. We want to be a part of your team- our job is to work together to provide our students with a smooth transition from their home to school.
11. If a child's behavior becomes threatening to themselves, other children, or staff, the child will be removed from the classroom and possibly the program for a period of time.
12. Similarly, we recognize that we may not be the perfect fit for a child. We will do our best to work, hand in hand, with parents/guardians, but we know that it may not always work out. If a child has been suspended multiple times and parents/guardians and teachers have been working together without growth, the Director and/or Assistant Director may dismiss the child from our program.

** Our staff and administration reserve the right to bypass any of these steps if we believe the infraction is severe enough.

School Age Children:

1. The rules of the classroom were created by the students at the beginning of the school year by a social contract.
2. If a student misbehaves, they will receive a strike from a staff member. The staff member will record it in the attendance book.
3. If a student receives three strikes in one day, they will be asked to fill out a Golden Rod. The Golden Rod method is a common PBIS strategy (positive behavior intervention supports) which aligns with State guidelines for elementary discipline.
4. After one day of attendance, strikes will be erased, and students start at zero each day.
5. If a student receives three Golden Rods in a week, the student will receive one business day suspension.

*Our staff and administration reserve the right to bypass any of these steps if we believe the infraction is severe enough.

CULTURAL COMPETENCE PLAN

We want to foster a community where differences are recognized and celebrated! Our Orchard Hill family would be awfully boring without the unique gifts and talents that each of us possess and bring to this environment. We look forward to your family being a part of the learning experience that each child, family, and staff member takes part in each day "On the Hill."

Upon enrollment at the Center, all families will complete a Family Information Form, as well as a Volunteer Opportunity Form. From these two forms, our staff will collect the following information for use in the classrooms:

1. Are languages other than English spoken at home? If so, would a family member be willing to visit their child's classroom and share another language with our children through reading or something else?
2. Are there any special family or cultural practices their child participates in at home that our staff should be aware of? Would any family members be willing to share any of these practices with our classrooms?
3. Does your family worship somewhere regularly? If so, where?
4. Are there any concerns or issues that the families would like our staff members to know in order to give their child the very best care?
5. Are there any special skills or gifts that any family members would like to share in our classrooms?

All families are strongly encouraged to be a part of our Parent/Teacher Group that meets quarterly throughout the year. All feedback and suggestions are heard and valued!

Each classroom will also focus on the uniqueness of each individual in our classroom throughout the year. Teachers will help children explore the differences God has created in each child and family to make them special.

Each classroom makes every attempt to have a variety of multi-cultural materials and equipment accessible to the children at all times. These include items in the housekeeping area, assorted reading books, posters, and signs around the room, diverse block area items, and diverse cooking and science activities monthly. "Real" items are encouraged in each of the Interest Areas and include items from each child's home life that they can choose to share with others.

Classrooms encourage diversity without bias through avoiding stereotypes and communicating openly regarding differences. Children are taught to have empathy for others and to be understanding of others. They are encouraged to embrace their own gifts and support other's strengths. This is done in a large or small group setting and includes discussion times, role play games, books, pictures, and sharing of each child's family values and culture.

Discrimination Complaint Procedure

Our center will make every effort to be flexible and sensitive to the needs of all staff, children and families with disabilities or that may require additional support or accommodations to succeed in our program. The center follows closely the standards set by the Americans with Disabilities Act. This act requires that providers make reasonable accommodations for disabled or special medical needs children. Any person who believes he or she has been discriminated against in any way should immediately contact the Center's Director. If the problem cannot be resolved with the Director, contact the Administrative Board of Orchard Hill Church or Pastor Bob Karel.

Parent/Teacher Group:

It is our belief that parental involvement makes a dramatic difference in a child's success in many areas. Knowing this, the Preschool and Child Care Center staff and parents have formed the Parent/Teacher group.

The goals of the Parent/Teacher Group are as follows:

- Meetings will be held similarly to a PTO in which teachers, parents and the director will work collaboratively together.
- The Group will help to maintain quality curriculum and staff at the center through positive and constructive feedback.
- To assist in developing and implementing fund-raising opportunities to benefit the Center and its families.
- To promote and support healthy and safe facilities for the children to learn within
- To help plan and support family events for the Center's families.

The group meets quarterly at 6:00pm with dinner and childcare provided. We encourage all new and veteran parents alike to become involved with the group and help to make a difference in your child's experience at Orchard Hill. Watch your parent folders and the front entryway tv for information for the next meeting.

Preschool Daily Schedule

6:30am	Center Opens
8:15am	Breakfast
8:30am	Oral Care
8:45am	Preschool Program Begins
	Large & Small Group Time
	Gym/Outside
	1 hour of uninterrupted playtime (10 Interest Areas)
	Zoo Phonics
	Number and Letter Practice
	Fine & Gross Motor
	Bible Story & Verse Memorization
	Name Practice
	AM Snack
11:45am	Preschool Only Students Dismissed

12:15pm	Lunch
1:00pm	2 Hour Nappers go to rest, remaining children play in gym/outside
1:30pm	1 ½ Hour Nappers go to rest
2:00pm	1 Hour Nappers go to rest
3:00pm	All preschoolers wake up from rest- free choice time
4:00pm	PM Snack
4:30pm	gym/outside/classroom free choice time
6:00pm	Center Closes

Pre-kindergarten Daily Schedule

8:45-9:05am	Welcome and Attendance
9:05-9:15am	Plan
9:15-10:15am	Free Choice
10:15-10:30am	Large Group
10:30-10:45am	Pray/Wash Hands/Snack
10:45-10:55am	Bible Story/Bible Verse
10:55-11:15am	Small Group
11:15-11:45am	Outside/Gym Time
11:45-12:10pm	Math or Literacy Activity
12:10-12:15pm	Review and Pray for lunch
12:15-12:45pm	Wash Hands/Lunch
12:45-1:05pm	Fine Motor Activity or Science Time
1:05-1:15pm	Music and Movement
1:15-1:25pm	Story Time
1:25-1:40pm	Bathroom/Rest Setup
1:40-2:00pm	Rest
2:00-2:30pm	Outside
2:30-2:50pm	Gym Activity

2:50-3:00pm Wrap Up and Dismissal

Latchkey AM and PM Schedule

AM

6:30-8:00am Classroom Free Choice & Homework Help

PM

3:30-4:15pm Arrival "Plan Your Day"

4:15-4:45pm Large Group and Snack

4:45-5:15pm Activity (Bible study, art, STEM, Gross Motor Games, and more!)

5:15-6:00pm Classroom/Gym/Outside Free Choice

Staff reserves the right to arrange their schedules to best fit their students' needs while still following Creative Curriculum and Licensing guidelines.



I have read and understand all of the information contained in the Orchard Hill Christian Preschool and Child Care Center Parent Handbook.

Signature

Date

*Please return this acknowledgement receipt to the Administration Office prior to your child beginning care at the Preschool and Child Care Center.

PARENT NOTIFICATION OF THE LICENSING NOTEBOOK
Child Care Organizations Act, 1973 Public Act 116
Michigan Department of Licensing and Regulatory Affairs
Child Care Licensing Bureau

CENTER MUST CHECK ONE

The center keeps a licensing notebook containing a summary sheet, all licensing inspections and special investigations, and related corrective action plans for the last 5 years. The licensing notebook is available to parents/guardians during regular business hours. Reports from at least the past three years are available at www.michigan.gov/michildcare.

The center does not keep a licensing notebook, but internet is available onsite. Reports from at least the last three years are available at www.michigan.gov/michildcare.

I have read the above statement issued by Orchard Hill Christian Preschool and Child Care Center.

Parent Name

Parent Signature

Date