

DAY CARE RESPONSIBILITIES OF "MY SCHOOL":

- "MY SCHOOL" is open from 7:30 am to 5:30 pm, Monday through Friday. After-kindergarten and after-school care is provided.
- No holidays are observed, except birthdays and Valentines Day.
- All children will receive lunch and snacks while in "MY SCHOOL'S" care during serving times. A daily menu is planned and posted.
- "MY SCHOOL" provides large motor equipment, art materials, books, small manipulatives, science, music, dramatic play, and puzzles.
- Pillows, blankets, and resting mats are provided for quiet-time.
- Family Values are practiced here.

MEALS:

Lunch menu will be developed in accordance with the nutritional guidelines established by the Mid-Michigan Child-Care Food Program. We serve nutritionally balanced, attractive, high quality food at no additional charge. Meals served only at announced hours.

Meals are included for all children.

SNACK TIME:

Snack time will be a time used to teach children about socialization, nutrition, and the importance of good eating habits. Only healthy, nutritious snacks will be served.

PARENTAL RESPONSIBILITIES:

Parents are asked to provide the following items:

- Food for special diets (vitamin D whole milk is provided).
- One change of clothing per child for emergency use.
- Warm, outdoor clothing and boots (seasonal).
- Please notify us as soon as possible in case of a child's illness.
- Please do not bring a child with a contagious disease, or a child who is so sick as to require the constant attention of an adult.
- In the case of illness, a child must be absent for three full days before a discount can be considered.
- Please do not turn around, back up, or park cars in driveways belonging to "MY SCHOOL" or neighboring houses when picking up or dropping off children.
- Diapers and wipes for children who are not toilet-trained.
- Only one small soft toy or item from home for rest and quiet-time.
- 15 hours per week minimum.
- Velcro shoes only – tie shoes only when child is learning to tie.
- Fees are due on Fridays. Please make checks payable to "MY SCHOOL". A \$10 late fee will be charged if payment is not made when agreed, and an additional charge of \$15 will be given to Credit Services, Inc.
- A child cannot continue at "MY SCHOOL" when payment is delinquent.

Parents should feel free to discuss any concerns with me.

ABOUT THE TEACHER

- Earned CDA (Child Development Associate Degree) in 1983.
- Worked 14 years in pre-school field; 20 years in private pre-school and childcare, owning own business.
- Total of 34+ years in child development.
- Trained in High Scope Curriculum and Montessori methods of teaching.
- Certified C.P.R. and First Aid – Annually.
- Basic Futures Training – Annually.
- Gives seminars and workshops:
 - Starting your own business.
 - Being a business woman in the community.
 - Starting your own private childcare.

EDUCATION INCLUDES:

Many opportunities will be offered for your child to grow socially, and in the areas of self-help, and motor, cognitive, and language skills. Our play time includes creative art, creative movement, science corner, creative building area, house area, climbing area, and quiet area. During play time the children are able to make a plan as to where they wish to play and carry out their plan. The High-Scope curriculum out of Ypsilanti Michigan is used at "MY SCHOOL". The Montessori teaching method is also used.

My current assistant, Judy, has:

- 4 ½ years in the assistant position.
- Completed many mini-futures training workshops.
- Completed CPR and First Aid training.
- Must have completed a physical every two years.

DAILY SCHEDULE FOR "MY SCHOOL" CHILDRENS HOUSE

7:30 am	"MY SCHOOL" opens	
8:00-10:00 am	"Open" breakfast	Children have a choice when to eat during this time.
8:30 am	Planning and play-time	Children choose from: House Area Art Area Quiet Area Block Area Climbing Area
11:30 am	Large group singing, sharing, Stories, tapes, and finger plays, music	
12:00 pm	Lunch	
12:30 pm	Quiet-time	
2:30 pm	Afternoon snack and individual play, outdoor play, puzzles, books, tapes, sharing, music, art project	
4:30 – 5:30 pm	Children being picked up by parents	
5:30 pm	Closed	

This schedule can change when a field trip is planned or other activities occur.

FAMILY VACATIONS:

We regret that no discounts will be given for holidays, snow days, or school vacations. Discounts are available to each family for one family vacation each year. All other vacations will be full price.

Two weeks' notice must be given when family vacations are arranged. Two weeks' notice must be given when a child's schedule changes for any reason.

ABSENCES DUE TO ILLNESS:

Absences due to illness may be discounted after the third day of absence.

"MY SCHOOL" IS CLOSED ON:

- Christmas Day
- New Year's Day
- Memorial Day
- Labor Day
- Thanksgiving Day
- July 4th

However, we will stay open on these holidays if we have seven (7) children or more to do so.

With these exceptions, "MY SCHOOL" is open year round.

TEACHER ABSENCES:

A qualified substitute will always be in place when one of the teachers at "MY SCHOOL" is absent.

Please note: "MY SCHOOL" does not encourage violent actions brought out by bringing and playing with:

- Plastic or other 'pretend' guns
- Ninja turtles
- G.I. Joe
- Power Rangers
- Barbies
- Small action toys
- Goosebumps
- All super-heroes
- Harry Potter
- Yu-gi-oh

This includes all accessories associated with these toys, such as – but not limited to – sweatshirts, backpacks, belts, and socks.

**** "MY SCHOOL" is a safe place to be ****

OPENINGS:

There will be openings for children on the basis of full-time and part-time. We serve children starting at age 1½. Fulltime openings will be considered first. Your child's name can be placed on our waiting list. Applications will be taken for openings at "MY SCHOOL" Childrens House and kept on file. There shall be no discrimination on the basis of race, creed, color, or sex of the child or the parents(s).

REGISTRATION:

After your child has secured a place in the program, forms (in a prepared packet) must be filled out. At the time of registration "MY SCHOOL" Childrens House policy can be reviewed by the parents and after signing the last page returned to "MY SCHOOL".

INITIAL VISIT:

Children are encouraged to accompany their parents for a visit before they begin at "MY SCHOOL" Childrens House. We will be available to answer questions. Visits can take place any time before 1:00 pm quiet-time. Arrangements can be made for other visits.

RELEASE INFORMATION:

The child shall only be released to the person or persons designated on the emergency card. Written consent will be necessary to release the child to anyone other than those individuals.

DISCIPLINE:

We firmly believe in a positive approach to discipline through consistency, follow-through, love, and understanding. A time-in will be used if needed, as a chance to calm down.

PLAYGROUND:

The children will have supervised playground activities when the weather permits. The playground is located ½ block west from "MY SCHOOL", and at our playground at the back. If you are going to be picking up your child and we are not at the school, check the playgrounds. A sign will also be posted at the door.

FIELD TRIPS:

Field trips will be scheduled periodically. Some of our field trips are informal, such as walking, playgrounds, etc. We will let you know where we are by posting a sign on the door.

HOURLY RATES:

Forty (40) hours a week or more..... \$3.00 per hour per child.

Thirty (30) hours a week or more..... \$3.25 per hour per child.

Pre-school and drop-in children..... \$4.00 per hour per child.

Specialty hours..... \$4.00 per hour per child.

- After school
- Before school
- Any child in diapers or pull-ups until fully trained

DROP-IN POLICY:

Drop-in children are accepted as long as there is room. The basic rate for drop-in children will be \$4.00 per hour.

Any time a parent picks up their child between the quarter hour and the half hour, they will be charged for the half hour.

Any time a parent picks up their child between the half hour and the hour, they will be charged for the entire hour.

Payment in full at any time of service is required.

PAYDAY SCHEDULE:

Payday shall be every Friday. A receipt will be made out and signed upon payment. Please make checks payable to "MY SCHOOL". A \$10 late fee will be charged if payment is not made when agreed on.

I HAVE READ, UNDERSTAND, AND AGREE WITH THE POLICIES OF "MY SCHOOL" CHILDRENS HOUSE

PARENT'S SIGNATURE: _____

Please sign and return this page, and keep the booklet for future reference.

Thank you for considering "MY SCHOOL" Childrens House as a quality place for your child.