



Blackbird
Child Care Center
Harbor Springs Public Schools

FAMILY
HANDBOOK

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Blackbird Childcare Center/Harborage Handbook (231) 526-4656 Introduction

Blackbird Child Care is a service provided by the Harbor Springs School District. The program provides child care services for children infants through 1st grade. Children receive care and learning experiences in high quality, safe environments. Programming is based upon developmentally appropriate practice with a diverse team of caregivers and teachers. Blackbird Child Care is led by a program director who is part of the leadership team of Harbor Springs Public Schools.

BBCC is open Monday-Friday from 7:30 AM - 6 PM. We serve families with children 6 weeks - 7 years old (1st grade). BBCC is also the home of Blackbird Preschool, a half-day, M-F, GSRP and tuition based preschool, and The Harborage, a M-F School-Age (second grade through fifth grade) program.

We are closed during the following school breaks/holidays: Spring Break, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Winter Break. We will also close for snow days and pre scheduled professional development days. Families will be given a calendar upon enrollment with the scheduled holidays and breaks so they may plan for alternative child care accordingly.

We are located in the Blackbird Elementary School at 421 East Lake Street, Harbor Springs, Michigan 49740. Our main phone number is 231.526.4656

BBCC is licensed through the State of Michigan for 106 children and the Harborage is licensed through the State of Michigan for 100 children. We are also participants in the Great Start to Quality Star Rating program, and partners with Char-Em Intermediate School District

The Foundation that Guides our Program

Our Vision

What we strive for!

Our goal is that all children in our care learn and grow in a setting of joy, kindness, and warmth that ensures families know their children are safe and cared for. It also assures that the community feels confident and secure in the services provided by Blackbird Child Care.

Our Mission

Defining our purpose!

Our mission is to provide all children access to quality early learning and care experiences in a safe, caring, fun environment. We strive to support the growth and development of children through opportunities to explore, experiment, and learn. Communicating openly and honestly with families and engaging the community we serve is an integral part of our mission.

Our Core Values

Principles and Ideas that bind us together!

Quality: We believe every child deserves high-quality care, a learning environment, caring and loving caregivers, and experiences based on developmentally appropriate practices.

Respect: We believe that respecting each individual child and family, honoring uniqueness, and valuing diversity is the foundation of relationship building and the success of our program.

Learning: We believe in providing children with play-based learning experiences based upon observation, exploration, and experimentation. Learning happens in the context of the classroom, the playground, and beyond.

Community: We believe that working together results in a better environment for children to learn and grow in, for families to engage in, and for staff to grow and develop in.

Our Philosophy

At Blackbird Child Care, we believe all children deserve a safe and nurturing environment that supports development and learning. The environment is set up to encourage active engagement in learning through evidence-based, developmentally appropriate experiences. The program is structured to provide a routine that engages children and supports their unique, individual needs and sets them up for success socially, emotionally, physically, and cognitively. The materials provided are age appropriate and intended to spark interest and challenge.

Positive relationships among all are encouraged and supported. Children and families in our center feel welcome, staff are warm, friendly, and engaging, and children are encouraged to work and play together. Teachers and caregivers use knowledge of child development and observation to prepare and implement developmentally appropriate experiences. Families are respected as a child's first teachers and their input and feedback is encouraged and used to guide program growth and innovation.

Our Diversity, Equity, and Inclusion Statement

Blackbird Child Care has an unwavering commitment to respecting the diversity of all children and families, promoting equity throughout the program, and creating inclusive classroom communities that welcome and support everyone.

Our Program

Curriculum and Play: Play is a child's primary vehicle for learning and is at the heart of the BBCC philosophy. Using the BBCC philosophy, Developmentally Appropriate Practice, and the Michigan Early Childhood Standards of Quality as a guide, staff will ensure that children have daily opportunities to:

- Learn and practice social interaction skills
- Use materials and take part in activities that foster creativity
- Learn new ideas and skills
- Engage in language and literacy activities and have open access to books and other print material
- Participate in imaginative play
- Move their bodies
- Explore, experiment, and engage with the world around them

In addition to Michigan Early Childhood Standards of Quality, we conduct bi-annual developmental screenings using the Ages and Stages Questionnaires (ASQ) on each child. We will send a copy of the ASQ home with each child for families to complete a month before the end of Summer and Fall sessions. The last week of the session is when parent teacher conferences will take place to review your child's development and go over goals both parties have.

Daily Schedule and Routine: A planned but flexible schedule and routine allows children to make decisions about their activities, encourages independence and creative expression, and fosters physical, social and emotional development. All the classroom expectations related to the daily schedule and routine are developmentally appropriate and structured to support each child's success. Each classroom schedule can be found in the back of the family handbook.

The lead teacher and classroom team have established a schedule that provides a flexible balance of all of the following experiences:

- Quiet and active
- Individual and group
- Large and small muscle
- Child initiated and staff initiated

Visual prompts and cues are used to support the children's success with transitions and meeting classroom expectations. The daily schedule is posted in each classroom for families to see.

The Physical Environment: Classrooms are organized according to the MiECSQ and CLASS Assessment. The classrooms have a balance of quiet and active areas, as well as areas for group activities and individual time. Centers include blocks, dramatic play, art, large and fine motor, and books. Centers are clearly defined with obvious boundaries. Quiet areas are set-up as far away from noisy activities (blocks, cars, etc.) as possible. The room décor consists mostly of child artwork and photographs of animals, people, food,

and the children themselves at the child's eye level. Rooms are arranged in a way that staff are able to see every child at all times.

Playground Guidelines: Daily outdoor play is incorporated into the daily schedule for both morning and afternoon. When weather conditions impede outdoor play, children may make use of the building gym. While there is less structure to outdoor play, it is still considered teaching and learning time, and extension of the classroom. Staff supervise children and actively engage in activities and problem solving. While out on the playground the following rules below are enforced:

- Take turns on play equipment
- Slide down the slides and walk up steps
- Only one person on a swing at a time
- Stay on swings until they come to a stop
- Keep sand, woodchips, sticks, rocks, snowballs on the ground
- Go one way only on the monkey bars
- No climbing the light post or trees
- Stay away from classroom windows
- Playing in the woods is only allowed while directly supervised by a staff member and ratio is maintained
- Stay off of the bus road
- Everyone cleans up
- Empty shoes out when leaving playground (spring/summer/fall)
- Socialize with children
- Have fun and smile

Nap /Rest Time: Michigan Child Care Licensing requires that all children be provided a regularly scheduled nap or quiet time. Children will not be forced to sleep, stay awake, or woken up, but may be encouraged to lie quietly for a period of time. The length of time a child should have to remain resting varies by child. There is no hard and fast rule regarding the maximum amount of time a child should have to remain resting. Children should be provided alternative quiet activities if unable to rest. You may provide a blanket and a stuffed animal for your child if they are over the age of one. All items must be labeled with your child's first and last name and will be stored in their backpack/diaper bag outside of rest time. All nap time items will be sent home to be washed at the end of the week.

Diapering: Infants and toddlers will be changed on an as needed basis and will be checked every two hours. Families are expected to provide an adequate supply of diapers and wipes for their child. If you do not provide an adequate amount for the day, your child will not be able to attend until diapers and wipes are provided. You will be notified via procare if your child is running low on diapers and/or wipes. If your child needs diaper cream you must give it to a teacher and ensure that it is labeled with your child's first and last name. The diaper cream will be stored out of reach of children.

Toilet Learning: staff will communicate openly with families to promote a consistent approach to toilet learning for the child. A child may be ready for toilet learning when s/he:

- can retain bowel movements for short periods of time.
- shows some interest.
- is willing to sit on the toilet
- understands what is expected

When a child is developmentally ready, staff will encourage the child to sit on the toilet at routine times, with cues taken from the child's and/or classroom schedule. External rewards such as stickers or candy for successful use of the toilet **may not be used**. Intrinsic motivation will be used and is more successful. Staff may make encouraging comments, such as "You went potty in the toilet!" or "You stayed dry all morning." Staff will be consistent, but present a relaxed attitude. Learning to use the toilet is the child's job not the adult's. Children should assume responsibility for using the toilet. S/he is, after all, the only one who can control her/his own body. If the child is showing signs of resistance, staff will talk with families and suggest taking a break for a few days and trying again later.

Multimedia Use in the Classroom: The use of media (television, tablets, computers, classroom screens, cell phones) is prohibited for children under two (2) years of age. When media is used with children 2 years of age and older, all of the following apply:

- Activities or experiences must be developmentally appropriate.
- Interactive media must be used to support learning and to expand children's access to content and be suitable to the age of the child in terms of content and length of use per session.
- Media with violent or adult content are prohibited while children are in our care.
- Use of media **must not exceed 2 hours per week** per child.
- When media is available for children's use, other activities must also be available.

Field Trips: Families sign a permission form at the time of enrollment that allows us to take your children on regular field trips, or they will sign a separate permission form for special field trips. Most of our field trips are within walking distance of the school, or a school bus will be used if the trip is out of walking distance. Regular field trips include walks around Blackbird Elementary and Shay Elementary, and walks to kiwanis park. Special field trips include participation in parades, going to the pool, walking to the flower shop, etc.

Toys From Home: We do not allow toys brought from home at the center. If a toy is brought from home, the teachers are not responsible for loss or damage. However, children may bring comfort items to be used during rest time or to ease the transition from home to school. These items must be labeled with your child's name.

Drop-Off and Pick-Up Procedures: All families must enter the center at the designated door for the child care center. Once in the building you may drop your child off in their appropriate classrooms. We encourage you to create a consistent drop-off routine to ensure a smooth transition from home to school. It is also important that you touch base with your child's teacher and share any pertinent information. If you have a child that is enrolled in elementary school or Pre-K, you may NOT walk them to their classroom through the school. You must exit through the child care center doors and take them to the appropriate entrance. You must pick up your child at the coat room door of their classroom.

Procedures for Releasing Children: A child will only be released to another adult when written or verbal consent is given by the family, and the person picking up the child must be listed by the parent on the child information card. If someone comes to pick up the child and their name is not on the child information card, we will call the parent before releasing the child. If a person is not known by the staff we will ask for photo identification. We will compare the name on the card to the names on the child information card. This also applies to parents that are unknown to the staff present at pick-up time.

Referral Policy: If your family is in need of resource and referral assistance in your community (such as: housing assistance, heating assistance, health referrals, etc.), your child's teacher would be happy to assist you.

Early Childhood Process for Educational Intervention: BBCC does not discriminate against children with special needs. Children with special needs will be screened by staff at the Char-Em ISD to assure proper placement and a planned implementation/evaluation of this program for the best interest of the child.

The Char-Em ISD employs special education staff that support teachers in developing strategies and interventions to strengthen instruction. Staff includes teachers, speech and language therapists, occupational therapists, physical therapists, orientation and mobility specialists, vision consultant, hearing consultant, social workers and psychologists. In addition to providing support for intervention, staff may also be requested to evaluate children to determine if a child meets Michigan criteria as a child with a disability and has a need for specialized education and related services. If you have concerns about your child's development, please contact your child's teacher and they will facilitate the process in working with ISD staff to support your child.

Cultural Competence Plan: We respect families' diverse cultural practices. Developmentally appropriate practices for young children are informed by knowledge of their social and cultural contexts. It is part of our curriculum to integrate home cultures of the children in our programs- including the use of familiar music, materials, practices and customs. In order for your child to feel included and valued, it is our hope that you will share aspects of your family culture with us. We will incorporate family and community cultures as we plan meaningful learning experiences, select materials, choose study topics and determine appropriate teaching strategies. By doing so, we give children the message that every child is important and worthy of respect.

Volunteer/Family Involvement: Family involvement is an integral part of our program and families are welcome to visit their child's classroom at any time. All supervised volunteers and visitors must have a public sex offender registry clearance before having contact with children in our care. Any individual who is registered on the public sex offender registry is prohibited from having any contact with any child in our care.

Schedule of Operation: BBCC is open 7:30-6:00pm Monday through Friday throughout the year. We follow Harbor Springs Public Schools schedule during the fall session. You will receive a school and center calendar at the beginning of each session that gives specific dates of operation. We will close for some teacher inservice days, however we will remain open on half days. We close with HSPS for snowdays and illness days.

BBCC is closed for the following holidays:

- New Year's Eve and Day
- Memorial Day
- Independence Day
- Labor Day
- The day before, and day of Thanksgiving.
- Christmas Eve and Day

Guidance and Discipline Policies

- BBCC will use positive methods of child guidance and behavior management that encourage self-control, self-direction, and cooperation. All methods used will be consistent with the foundational principles of BBCC. Staff are expected to:
- Participate in all professional development opportunities related to child guidance and behavior management
- Know and understand appropriate expectations of the developmental level s/he is working with
- Build a relationship with each child that is based on compassion, respect, and trust
- Use observation and assessment to better understand each individual child's needs
- Use redirection and distraction from the unacceptable behavior to acceptable behavior when appropriate
- Use strategies for helping children understand and express emotions
- Structure the environment and develop a routine/schedule that supports the prevention of behavioral challenges
- Have expectations and establish rules that are developmentally appropriate.
- Teach, model, and practice classroom expectations and appropriate behavior
- Commit to setting children up for success
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- **Consequences for Inappropriate Behavior:** Consequences will be logical and directly related to the inappropriate behavior. Consequences will be used as an opportunity to teach, model, and practice the expected behavior. Consequences will not include exclusion from outdoor play, daily learning experiences, or meal times.
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- **Time-out or removal from the classroom:** Time-out is only permitted with children over the age of 3. Time-outs are used to stop aggressive behavior or to allow angry or upset children to calm down. It is an opportunity for children to clear their minds and rejoin the group or activity in a more productive state. Time-outs will only be used as a last resort to help the child gain a better sense of self-control. When using time-out, staff will assure that their expectations of the child's behavior are realistic, that consequences immediately relate to the child's behavior, that children are not humiliated or made to feel threatened or afraid, that the time-out only lasts as long as it takes the child to calm down and that children remain supervised at all times.
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- **Persistent Behavior Challenges:** Keeping a child in a consistent, supportive setting is the priority of BBCC when it comes to challenging behavior. If a child continues to have repeated, challenging behaviors that are developmentally atypical and staff feel they have met all the child guidance and behavior management expectations, the lead teacher, director, and parents will work together to create a Behavior Management Plan. The Behavior Management Plan will include the following:
- Documentation of the child's background and any possible antecedent events (death, change in family structure or dynamics, illness)

- A record of the specific behaviors the child is demonstrating, that includes a timeline and observational documentation
- A record of the interventions that have been implemented including a timeline and observational documentation
- 2-3 behavior goals for the child and a plan for how the staff will support the child and monitor progress
- A progress meeting set for 3-6 weeks
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- If the interventions are not supporting the child's success, the parents and director will determine if a referral for further evaluation should be done, if your child needs one-on-one care (you will be responsible for the costs), or if a different care setting is more appropriate for the child.
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- **Prohibited Methods of Discipline:** All of the following means of discipline are prohibited:
 - Hitting, spanking, shaking, biting, pinching, or inflicting other forms of corporal punishment.
 - Placing any substances in a child's mouth, including but not limited to, soap, hot sauce, or vinegar.
 - Restricting a child's movement by binding or tying a child.
 - Inflicting mental or emotional punishment such as humiliating, shaming, or threatening a child.
 - Depriving a child of meals, snacks, rest, or necessary toilet use.
 - Excluding a child from outdoor play or other gross motor activities.
 - Excluding a child from daily learning experiences
 - Confining a child in an enclosed area such as a closet, locked room, box, or similar enclosure.
 - Time out for children under 3 years of age.
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Admission and Withdrawal Policies

Admission Policy: Children are enrolled throughout the year based on availability. We strongly encourage families to set up a time to tour our program to go over the center philosophy and operations, as well as meet potential teachers. Upon admission the following forms must be filled out and turned in before your child(ren)'s first day:

- Client Contract
- Child Information Card
- Immunization Records or Waiver
- Health Appraisal (must be filled out by pediatrician)
- Photo Release
- Enrollment Form
- Field Trip Permission
- Topical Non-Prescription Permission
- Food and Drink Agreement

Withdrawal Policy: If you need to withdraw your child(ren) from the program, you are responsible for the remainder of the session fees until the program is able to fill the spot. We request that you provide at least a two week notice of withdrawal in order to fill the spot. Once you withdraw from the program, your spot is no longer available and you will have to re-enroll and potentially be placed on a waiting list. Blackbird Child Care Center reserves the right to withdraw or terminate your contract for nonpayment of tuition fees, non-compliance with center or district wide policies, or if it is determined that our center may not be the best fit for your child and family.

Scheduling: Each family is required to fill out a client contract with their schedule before admittance into the program. This contract is binding for the duration of the Winter/Spring and/or Summer/Fall sessions. You may add days to your contract after it is turned in at the director or assistant director's discretion. If you need to drop a day from the contracted schedule, you need to notify the director or assistant director as soon as possible. Once you drop a day from your scheduled contract, there is no guarantee that you can add it back on. There are no credits for cancellations, sick days, vacations, or no shows.

Fee Policies

Tuition Fees: The infant/toddler program is a daily rate of \$51 for full days and \$34 for half days (4 hours or less). If you have enrolled for a half day and your child(ren) attends past the 4 hours, you will be charged for a full day as well as a \$10 late pick-up fee, unless approved ahead of time by the program director or assistant director.

There will be an hourly fee of \$5/hour for potty trained three+ year olds enrolled in the Ram Room, Afterschool Room, or the Harborage.

We do not require an application fee at this time, however we reserve the right to add an application at the beginning of each session.

Payment is required for contracted times even if your child is sick, cancels, on vacation, or does not show up. If BBCC closes for any reason such as but not limited to, snowdays, holidays, staff shortage, illness, etc., you will not be charged for that day.

Invoices are sent out through Procure on Monday and payment for the current week is due Friday before 6:00pm. If this payment schedule does not work for your family, please contact the director and/or assistant director to come up with a payment schedule that works for you.

Late/Early Pick-up/Drop-off Fees: Parents who pick up or drop off their child 15 minutes after or before their scheduled time will be charged a \$10 dollar per child fee unless approved ahead of time by the director or assistant director. We will not accept any child before their scheduled drop off time to prevent child to teacher ratios from going over the legal limit. Parents who pick up their child after 6:00pm will be charged \$1 per minute per child. These fees must be paid before your child(ren) can return to the center.

Delinquent Accounts: Delinquency charges will be posted to all delinquent accounts each day at 6:00pm. An account is delinquent when payment in accordance with the contract has not occurred. A delinquency charge of \$1.00/day applies to the account for the duration of delinquency. If after two weeks the account is still delinquent, childcare will be terminated.

Acceptable Forms of Payment: BBCC accepts checks made out to Blackbird Child Care Center, Cash, or electronic payment through Procure's Tuition Express option.

Child Care Scholarship Assistance Fund: Scholarships are available to assist with the cost of child care for both Blackbird Child Care Center and The Harborage. Applications are considered four times throughout the year and are handled in a confidential manner. We encourage our families to reach out if in need. The goal is to provide high quality child care to as many families as possible. Applications must be completed and sent to the superintendent of the schools by each of the four application periods:

- August 20th (Fall)
- November 20th (Winter)
- February 20th (Spring)
- May 20th (Summer)

Food Service Policy

Snacks and Lunch: BBCC does not provide food, snacks, or beverages. Please provide enough food for 2 snacks and a lunch in a bag and/or container labeled with your child(ren)'s name and the date. All cups, water bottles, containers, etc., need to have your child(ren)'s first and last name, if they are not labeled on arrival, we will write their name with a permanent marker. All meals must be ready to serve and pre-prepared.

Snacks will happen twice a day, one in the morning and the other in the afternoon. Lunch takes place between 11am-12pm. Classroom schedules can be found at the back of the family handbook for exact meal times.

Hot lunch is available through Harbor Springs Public Schools food service program during the school year only. Additional fees for food services are applicable and vary. You are responsible for managing your hot lunch account with food services. If you purchase hot lunch for your child(ren), you are still responsible for packing a morning and afternoon snack. If your child(ren) does not come with lunch during the school year, you are responsible for paying a hot lunch fee. All meals served through HSPS food services will be in accordance with the minimum meal requirements of the Child and Adult Care Food Program. No child will be deprived of a meal or snack if one is not provided. Menus are posted with optional food substitutions in each classroom and copies are available for families to take home. BBCC is compliant with rule 400.8330(3) of Childcare Licensing and will ensure that children with special dietary needs receive meals/snacks in accordance to their needs.

Since all families are expected to provide lunch and snacks, a written food service agreement is required stating that you are providing meals and snacks for your child. Healthy and nutritious meals and snacks are strongly encouraged because nutritious food is the cornerstone for health, growth, development, and learning. Because children grow and develop more rapidly during the first few years of life than at any other time, the center and families together must provide food that is adequate in amount and type to meet each child's metabolic growth and energy needs.

Here is a list of snack recommendations:

- Crackers
- Fresh or canned fruits and vegetables
- Yogurt
- Cheese
- Dried fruits and vegetables
- Pretzels (for older children)
- Cereal Bars
- Fruit and vegetable purees

The following foods will not be served to infants/toddlers at the center:

- Hot dogs- whole or sliced into rounds
- Uncut round foods such as grapes
- Uncooked carrots- whole or sliced into rounds
- Uncooked peas
- Hard Pretzels
- Chips
- Popcorn

- Seeds
- Nuts
- Hard Candy
- Marshmallows
- Spoonfuls of peanut butter
- Large Chunks of meat
- Cheese Cubes

You can find more information for healthy eating and meal patterns at: myplate.gov

Infant Feeding: We support and encourage breastfeeding. We have a quiet and private space available upon request for nursing your child. We accept and will store frozen breast milk stored in individual containers. We can store frozen breast milk for up to two weeks in our freezer, or fresh/thawed milk for up to 24 hours in the refrigerator. All containers must be labeled with the child's first and last name, the date, and amount that is the container. You must provide a clean, sanitized bottle labeled with your child's first and last name for each feeding.

Formula must come in prepared bottles and clearly labeled with the date and child's first and last name. You may leave a can of formula at the center for backup in case your child needs more later on.

We strongly encourage families to prepare all bottles, formula and/or breastmilk, for the day of care. This limits the possibility of contamination and allows for quicker and easier feeds.

No solid food or juice will be given to infants younger than 6 months old, unless we receive a doctor's note stating otherwise. Cow's milk is not given to infants younger than 12 months of age. Only whole milk is used for children 12-24 months. 2% milk may be used after 24 months. Full-fat milk products are encouraged for healthy early brain development.

Meals and snacks are at least 2 hour apart but not more than 3 hours apart. However infants and toddlers will be fed on an as needed basis.

Health and Safety

Immunizations and Health Records: BBCC requires updated immunization records for each child and we report this information to Emmet County Health Department as required by the State of Michigan's Care Improvement Registry (MICR). If your child is behind on immunizations, on a delayed immunization schedule, or not receiving immunizations we will need a written note from your pediatrician and/or an immunization waiver.

Updated Health Appraisals and Immunization Records are required before the start of each session. The appraisal must be completed by a pediatrician and can be found in your enrollment packet. The health appraisal will be kept in your child's file as required by the State of Michigan and reviewed bi-annually to ensure it is up to date.

Illness Policy: To prevent the spread of illness amongst children and staff, we request that your child not come to the program when they are showing any one of the following symptoms:

- sluggishness or unusual drowsiness without explanation
- extreme irritability or cries that cannot be consoled
- difficulty breathing
- diarrhea in the past 24 hours
- blood or mucus in stool
- vomiting in the past 24 hours
- mouth sores or drooling (in older children)
- an unexplained rash
- Has an oral temperature of 100.4 in the past 24 hours
- Cannot comfortably participate in routine activities
- Needs more care than the staff can give while they care for other children

Parents or other authorized guardians will be notified when their child has a symptom that requires exclusion from the program. A quiet area will be provided for a child who appears to be sick or injured. You or your emergency contact will be required to pick up your child immediately upon notification of your child's condition. Reasons for exclusion are described below:

- **Fever:** a child with a fever of **100.4 F** or more is to be sent home. They may return when fever free (less than 100F) for 24 hours without the use of fever reducing medication
- **Vomiting:** If a child is acting ill and vomits once, parents will be notified that if the child vomits again they will be sent home. If the child vomits twice they will be sent home. They may return after there has been no vomiting for 24 hours and they are tolerating bland foods.
- **Diarrhea:** A child having uncontrollable diarrhea will be sent home. The child may return to the center when normal stools are present for 24 hours.
- **Mouth Sores:** A child who has mouth sores and is drooling will be sent home. They may return when the sores are scabbed and healed and/or with a note from a healthcare provider that determines they are non-infectious.

After leaving the center ill, our policy is that the child must be symptom and fever free for 24 hours before returning. It is important that your child is well enough to participate in daily activities and not be contagious. On occasion a physician will state that a child is clear to return to the center contrary to our exclusion policies. In such cases, a doctor's note is required upon return to the center. However a written doctor's note does not override the center's exclusion policies.

Infectious Illness: Once a child's illness is diagnosed by a pediatrician as infectious, parents are asked to report the diagnosis to the director or assistant director so that all families can be notified. Your child's name will not be shared. We will post a notice on the outside of the classroom door with the illness, date of exposure, and some information specific to the illness. If your child is taking an antibiotic due to illness, you may not bring them in until they have been on the antibiotic for at least 24 hours. We follow guidance provided by the Health Department in regards to specific contagious illnesses. You may find this information on our website as well as the health departments.

Sick Days: Parents are required to pay for all contracted care. The same daily rate will be paid regardless of absence for illness or any other reason. However if a room must close down due to illness you will not be charged for those days.

Absence/Tardy: Families should call the center to inform us of their child's absence or tardiness for any reason. It is important for staff to know this information so they can properly plan their day and make alternative arrangements/plans.

If your school age child will not be attending as scheduled, please contact the center as soon as possible. Safety is a top priority so regular communication in regards to pick-up and drop-off is especially important.

Medication: Medication will be given only after a medication form and doctor's note have been completed and turned in to the center. All medication and medication forms must be reviewed by the director or assistant director before allowed in the center. All emergency medications, such as epipens, inhalers, insulin pumps etc., must be reviewed by the director or assistant director before enrollment to ensure all the proper paperwork is in place. All medications are stored in a locked box out of reach of children. Emergency medications are placed in a lockable bag and carried by a teacher wherever the child goes. A child is not allowed to have medication of any kind in their backpack/diaper bag.

Pest Management: As part of the BBCC pest management program, pesticides are occasionally applied. You have the right to be informed prior to any pesticide application made by the grounds and buildings. In certain emergencies, pesticides may be applied without prior notice but you will be provided notice following any such application.

Reporting Abuse and Neglect: Michigan laws state that child care center staff are mandated reporters of suspected child abuse or neglect. This means that all BBCC staff are mandated to report any suspicion of abuse or neglect. Each staff member is given information for maintaining safe environments and their duty to report suspected abuse or neglect through new staff orientation and through ongoing training.

Emergency Procedures

Injuries: Families will be contacted immediately if their child is hurt and requires medical attention by your child's teacher. If we cannot reach you, we will start calling emergency contacts written on your child information card.

Appropriate first aid will be administered while we wait for you to arrive. If emergency care is needed we will call 911, and a staff member will accompany your child to the nearest medical facility as indicated on your child information card.

Families will be notified immediately via procare by your child's teacher, or in person at pick up for any minor injury that happens in the center.

Fire: Children will be evacuated from the nearest exit and guided a safe distance away from the building. All exits are clearly labeled and we have regular fire drills. In the event of a fire or the need to move further from the building families and/or emergency contacts will be notified through procare and text message and then called once children are in a safe location.

Tornado: During a tornado warning all children will be moved to the end of the hallway, closest to the library. Children and staff will remain there until an all clear has been given. We partake in regular tornado drills to ensure a smooth transition in the event of a real tornado warning. In the event of a tornado warning, all families and/or emergency contacts will be notified through procare and/or text or phone call by your child's teacher once children are in a safe location.

Other Emergencies: All staff members are trained in CPR and First Aid. In the event of any emergency, families and/or emergency contacts will first be notified through procare, then called once children and staff are in a safe location.

Child Care Organizations Act, 1973 Public Act 116

The licensing notebook contains all the licensing inspection and special investigation reports and related corrective action plans for the last 5 years.

The licensing notebook is available to parents during regular business hours.

Licensing inspection reports, special investigation reports, and corrective action plans from at least the past 3 years are available on the department's child care licensing website at www.michigan.gov/michildcare* . Parents can access these rules by visiting the website listed.

Lamb Room Daily Schedule

Infant needs will be met on an “as needed” basis

7:30-8:30	Welcome, Diaper Check, Free Play
8:30-9:00	Hand Washing and Morning Snack
9:00-9:15	Circle Time with Songs and Stories
9:15-9:30	Diaper Changes
9:30-10:00	Art and Sensory
10:00-10:30	Outdoor Play or Gym Time
10:30-11:00	Buggy/Stroller Ride Outside
11:00-11:30	Hand Washing and Lunch
11:30-12:00	Diaper Changes and Quiet Play
12:00-2:00	Nap/Quiet Time
2:00-2:30	Diaper Changes and Free Play
2:30-3:00	Hand Washing and Afternoon Snack
3:00-3:30	Circle Time with Songs and Stories
3:30-6:00	Diaper Changes, Free/Outside Play, and Pick Up

Yearling Room Daily Schedule

Diaper Changes will be every 2-hours or as needed

7:30-8:00	Good Morning/Arrival
8:00-8:20	Free Play and Diaper Checks
8:20-8:30	Circle Time with Stories, Songs, and Plan for the Day
8:30-9:00	Art and Sensory or Free Play
9:00-9:30	Hand Washing, Morning Snacks and Diaper Checks
9:30-10:00	Free Play and Prep for Outside Play
10:00-11:00	Outside Play and Walk
11:00-11:30	Small Group and Diaper Checks
11:30-12:00	Hand Washing and Lunch
12:00-12:30	Quiet Play
12:30-2:30	Nap/Quiet Time
2:30-3:00	Free Play and Diaper Checks
3:00-3:30	Hand Washing and Afternoon Snack
3:30-6:00	Free/Outside Play, Diaper Checks, and Pick Up

Little Rams Daily Schedule

Diapering and Potty Training as needed

7:30-8:45	Arrival, Free Play, Diapers and Potty
8:45-9:00	Circle Time
9:00-9:30	Project (Art and Sensory)
9:30-10:00	Hand Washing, Morning Snack, Diaper and Potty
10:00-11:30	Outside or Gym Time
11:30-12:00	Hand Washing and Lunch
12:00-12:30	Free Play and Diapers and Potty
12:30-2:30	Nap/Quiet Time
2:30-3:00	Free Play and Diapers and Potty
3:00-3:30	Hand Washing and Snack
3:30-4:00	Free Play
4:00-6:00	Outside/Gym Time and Pick Up

Rams Daily Schedule

7:30-9:00	Arrival and Free Play
9:00-9:30	Hand Washing and Morning Snack
9:30-10:15	Outside/Gym Time
10:15-10:30	Circle Time and Story
10:30-11:00	Art and Sensory
11:00-11:15	Clean Up
11:15-12:00	Hand Washing and Lunch
12:00-12:30	Large Group Dance and Music
12:30-1:30	Outside Time
1:30-3:00	Quiet/Nap Time (Movies on Fridays!)
3:00-3:30	Hand Washing and Afternoon Snack
3:30-6:00	Free/Outside Play and Pick Up

Preschool Schedule AM/PM

8:00/12:00	Arrival and Greeting Time
8:10/12:10	Large Group Time
8:25/12:25	Planning Time
8:35/12:35	Work Time
9:35/1:35	Clean-Up Time
9:45/1:45	Recall Time
9:55/1:55	Snack
10:15/2:15	Small Group Time
10:30/2:30	Outdoor Time
11:00/3:00	Dismissal

Family Handbook Receipt

- I agree to provide daily formula, breast milk, and/or food for my child or make prior arrangements with Harbor Springs Public Schools' Food Service Program for lunch services (during the school year). I understand that if my child has a hot lunch, I must provide daily snacks. I acknowledge that all food and drink containers that I provide MUST be labeled with my child's name and the date the item is provided.
- I have made arrangements for my child to travel between home and/or school and Blackbird Child Care Center and/or The Harborage by_____. I have informed the child care program of my child's scheduled days of attendance, arrival and departure times. I agree to notify the BBCCC and/or The Harborage prior to scheduled arrival time, of any schedule changes or absences. BBCCC and The Harborage agree to notify me if my child does not arrive at the program as scheduled. I understand that BBCCC and The Harborage is responsible for my child only from the time they arrive at the program until they leave the program.
- I give permission to BBCCC and/or The Harborage, allowing my child/children to take walking field trips supervised by the provider. I understand that these walking trips may involve leaving the childcare premises and/or property.
- I give permission to BBCCC and/or The Harborage to post pictures of my child on their Facebook and Web Page.
- I have received notice about the licensing notebook and know it is available for me to review at any time. I understand that it is located in the director's office and that I can locate the last 3 years of records on the licensing website.
(www.michigan.gov/michildcare).

By initialing the above statements and signing below, I acknowledge that I have read the Blackbird Childcare Center/Harborage Handbook, understand the content, and agree to abide by all policies stated therein. The Blackbird Childcare Center/Harborage's days/hours of operation, policies, and rates may be subject to change at the beginning of each session.

Child's Name

Parent's Signature

Date