



3800 E. 11 Mile Rd. Warren, Michigan 48091 586 850-3729

Dear Parents,

Thank you for your interest in the *Giving Tree Preschool and Day Care*. It is our intention to provide the love and care for your child when you cannot be with them. We know how important it is to be able to trust the people who are caring for your child so that you can have peace of mind to concentrate on the challenges of your day. We will do everything possible to make you and your child comfortable. It is our goal to provide parents of children birth through age 6 an affordable, dependable, safe, quality day care experience while partnering with parents in the care and development of their child.

Our preschool program consists of small and large group activities as well as, teacher and child directed activities. We enhance the development of language, social, cognitive, fine, and gross motor skills by providing literacy and math readiness activities. Our program is designed to prepare your child for kindergarten.

Our infant and toddler program provides activities to promote cognitive and social development in a warm and nurturing environment. Our playtime activities facilitate problem solving skills, social interaction and communication skills along with cognitive growth. The infants and toddlers are encouraged in their development of gross and fine motor skills, as well as language skills, while playing with age appropriate materials.

The Giving Tree Preschool and Day Care is licensed through the State of Michigan and adheres to all rules and regulations. We are rated as a four-start Great Start to Quality center. The staff has been trained in first aid, CPR, blood borne pathogens, safe sleep and shaken baby syndrome. Each staff member has undergone a State of Michigan criminal background check as well as a check for a history of substantiated abuse and neglect. We continue with 24 hours of yearly of continuing educational trainings in various aspects of child development, child care, and child related topics.

Enclosed is an outline of our policies and procedures as well as all the information needed from you to properly care for your child. If you have any questions, please don't hesitate to call. We hope to have a long positive relationship with you and your child.

Sincerely,

Joy Smick
Director



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Mission Statement

The *Giving Tree* Preschool and Day Care's mission is to provide a safe, developmentally appropriate preschool and child care for children from birth through age 6. We enrich the lives of children with multi-cultural and diverse socio-economic backgrounds by focusing on the individual needs of each child. Our goal is to provide a stimulating educational experience which promotes each child's language, social, emotional, physical, and cognitive development while enhancing his/her desire to learn in a caring, nurturing environment.

Philosophy

Because children learn from a variety of methods, *The Giving Tree* uses play, teacher directed, child directed, experimentation and hands-on activities to prepare a child for kindergarten and beyond. Children use their senses in order to gain knowledge of the world around them. By using a variety of materials children get the experience and knowledge of cause and effect, problem solving and abstract thinking. Our philosophy emphasizes responsibility, the sense of self and pro-social behavior. The classroom environment encourages trust and independence. Emphasis is on helping the child gain a positive self-concept, self-discipline, and help in developing warm relationships with others. We believe that the partnership between school and home encourages the love of learning.

Contact Information

If you need to contact us at any time, you may do so by using the following:

The Giving Tree Preschool and Day Care
3800 E. 11 Mile Rd
Warren, MI 48091
586 850-3729

You may also contact us through the church:

The Liberty Foursquare Church
586 754-2400



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Tuition and Fees

We offer both a full-time and a part time program. Our full time program consists 5 full days, Monday-Friday. Our part time program available for children 2 ½ and over who are potty trained, is a minimum of three days full days per week. Current tuition rates are as follows:

Rates:	0-2 1/2 Yrs.	Over 2 1/2 Yrs. & Potty Trained
Full-time	\$195.00	\$159.00
Part-time	Not Available	\$38.00 per day

There is a discount of \$10.00 per week for each additional full-time child in the same family.

Late Pick Up Fee

The center closes at 6:00pm. A late fee of \$1.00 per minute after 6:00 will apply. This fee will be expected to be paid immediately upon picking up the child. Please notify us as soon as possible if you are running late. If by 6:00pm we have not heard from parent or designated person, the child's emergency contact will be called to arrange for pickup.

Payments

Payments are accepted in cash, check, money order or credit card. Payments are due on Friday before 6:00pm for the upcoming week. Tuition not paid by Monday of the current week will have a \$15.00 late fee added. If financial aid is being used, it is the parent's responsibility to make payments until the DHS payment is received by the center. Any amounts not covered by assistance are the responsibility of the parent. Children may not be accepted to the center if payments are not current. A returned check will have an additional \$25.00 added and thereafter, checks will not be accepted.

Tuition payments are due regardless of illness, absences, snow days, or holidays. Each family is allowed two weeks of tuition free vacation per year after children are enrolled for a period of six months. Vacations must be taken in week-long increments and cannot be broken into single day. No more than two weeks can be taken in a twelve month period. Please let us know as soon as possible when your child will be on vacation.

Registration and Enrollment

The following is needed to enroll your child:

- Current week's tuition and security deposit equal to 1 week
- Registration fee of \$50.00 per family
- Completed forms including: Child Information Record, Health Appraisal signed by the child's doctor along with an Immunization Record, Agreement, About Your Child form, Infant and Toddler Food Agreement, Photo Permission, Licensing Notebook Notification, and CACFP Income Eligibility Statement for the State of Michigan Food Program
- A change of clothes to be left at the center
- Blanket and pillow for nap time (preschoolers and toddlers)

Hours of Operation

The Giving Tree is open Monday-Friday from 6:30am-6:00 pm. Parents are required to sign their children in and out each day. Children must be picked up by an adult and only those that have been authorized by the parent. We ask that children be here by 8:30 in order to receive breakfast and by 9:00 to take advantage of our full learning program.

The center will be closed to observe the following holidays:

- New Year's Eve & New Year's Day
- Memorial Day
- Fourth of July
- Labor Day
- Thanksgiving Day and the Day after
- Christmas Eve & Christmas Day

(Holidays will be honored according to the State of Michigan observed designated days)

Sign In and Out Procedure

It is required that you sign in when you enter and upon pick up, sign out. Sign in/sign out sheet is posted by the door. Children will not be released to anyone not included on the child's information card, under 18 years old, or unable to produce identification. Parents with a custody order must have the order on file at the school.

Curriculum

The Giving Tree follows the Creative Curriculum. This curriculum provides a room arrangement and daily routine that is structured to permit a variety of interactions between both adults and children. The curriculum provides for a balance between individual, small group, and large group activities. We have interest areas that include; blocks, art, dramatic play, library, discovery, sensory, and music. Content areas include literacy, math, social studies, science, the arts, and processing skills in order to provide growth in large and small motor skills, language development, social/emotional development, cognitive development. This content adheres to the Michigan Department of Education's Early Childhood Standards of Quality for Pre-kindergarten. Children are screened using the Ages and Stages Developmental Screening Tool.

Preschool Schedule

6:30-8:30	Free Choice
8:30-9:00	Wash Hands & Breakfast
9:00-9:15	Large Group
9:15-10:00	Free Choice
10:15-10:45	Small Group
10:45-11:30	Outside Play/Indoor gross motor
11:30-11:40	Wash Hands
11:40-12:15	Lunch & Clean UP
12:15-12:30	Bath Room, Wash hands
12:30-2:30	Naptime
2:30-2:45	Wake Up, Clean Up
2:45-3:15	Bathroom/Wash Hands/ Snack
3:15-4:00	Free Choice/ Small Group
4:00-5:00	Outside Play/Large Motor Activities
5:00-5:30	Wash Up/ Stories
5:30-6:00	Clean up

Infant/Toddler Daily Schedule

6:30-8:30	Free Choice
8:30-9:30	Diapers/Bathroom/Breakfast
9:30-10:00	Circle/Story/ Music
10:00-10:30	Craft
10:30-11:30	Outdoor Play
11:30-12:30	Lunch/Clean Up/Diapers/Bathroom
12:30-3:00	Naptime
3:00-3:30	Diapers/Bathroom/Snack
3:30-4:00	Free Choice
4:00-5:00	Outside
5:00-5:30	Diapers/Bathroom/Free Choice
5:30-6:00	Puzzles/Stories

Infants eat and sleep on demand.

Health Care Policy

We want to keep all of our children healthy. Please be fair to your child, the other children and staff, by keeping your child home if they are sick.

Your child must remain at home if:

- A fever over 100 degree Fahrenheit within the past 24 hours, without fever reducing medication.
- Vomiting within the past 24 hours.
- Diarrhea-Two or more loose bowels in the past 24 hours. Child must remain at home until symptom free for 24 hours.
- Green/Yellow mucus from eyes, or nose.
- Any contagious disease such as pink-eye, strep throat, hand, foot and mouth, scarlet fever, chicken pox, or flu. Child must remain at home until symptoms are gone.
- Lethargic or listless.
- If your child cannot participate in the ordinary daily routine including playing outside, he/she is too sick to be in school.
- Unexplainable rash-Please consult your doctor for a proper diagnoses and follow physician's instructions before returning to day care.
- Ear/head ache- Please keep your child home until pain free without medication. If medication is needed while at the center, a Medication Authorization form must be filled out.
- Sore throat/white spots in throat with or without fever- Remain at home until symptoms are gone.

Please do not give your child medicine and send to school. When the medicine wears off your child will be sent home and, in the meantime will have contaminated other children. Children will be sent home if any of these illnesses present themselves during your child's day. In case of a serious illness or injury, parents are notified immediately. The parent then makes the decision as to the immediate care. If a parent cannot be reached, 911 will be called, and a staff member will accompany the child to the hospital along with all health and emergency records.

We teach children to wash their hands after using the bathroom, after sneezing, coughing, blowing their nose and before eating. Please work on these things at home as well. Also teach them to sneeze and cough into their arm versus their hand.

With all this being said, it is impossible to keep germs out of school. Your child will get sick periodically. We will let you know if we are experiencing an outbreak of any illness. We also ask that you let us know when your child is ill or has a contagious disease.

Toys

Show and tell is each Wednesday in the preschool class. Children are encouraged to bring a toy to share with their friends on Wednesdays only. Please no toy guns, knives, weapons of any kind. Please do not bring anything expensive as we cannot be responsible if items are lost or broken.

Nap Time

Children are required to participate in a nap time each day. The center provides individual cots or cribs labeled with each child's name. Parents are responsible to bring a blanket and pillow. Please label all items. These items must be taken home each Friday to be washed.

Health and Safety Policies

The safety of your child is our first concern. And with that in mind, the following policies are in place.

- Our facility is secured with a keypad entry. For the safety of the children and staff, please don't provide your entry number or open the door for anyone.
- Also, Athletic shoes are to be worn to school, no open toed shoes or flip flops.
- Children will be sent home if arriving at school or becoming ill while in school. Your prompt pick-up is important.
- Children need to be dressed appropriately for outside play.
- Clothing must promote independence and be easy for your child to operate for restroom use and to go outside. (No belts, please).
- Comfortable, washable clothing as art projects can get messy.
- A set of extra clothes including: shirt, pants, underwear and socks is to be kept in school for any accidents. (Please label all items)

Cleanliness

The following health care plan is used in our building and is recommended by the Department of Human Services Day Care Licensing. Using water between 60 and 120 degrees, moisten hands with water and apply soap.

- Rub hands together vigorously until lather appears and continue for at least 10 seconds.
- Rinse hands under running water until free of soap and dirt.
- Dry hands with a clean, disposable paper.

Handling bodily fluids:

The staff will use precautions when handling bodily fluids as instructed in the blood borne pathogen training.

Cleaning and sanitizing:

Surfaces and toys will be washed with soap and water, rinsed with clean water, sanitized with a water and chlorine bleach solution, and allowed to air dry.

Fire/Tornado Drills

Fire and tornado drills will be performed on a regular basis in accordance with the State of Michigan licensing regulations. The emergency evacuation plans are posted in each room. **The Giving Tree** has emergency plans in place for fire, severe weather, dangerous situations, and intruders.

Discipline

The Giving Tree provides your child with a daily schedule that incorporates rules for structure and the safety of all children and adults. Discipline will be age appropriate and will never involve physical or mental punishment. Forms of discipline will include: redirection, logical consequences, conflict resolution strategies, and time out. Parents will be notified when there is an ongoing problem.

Food Program

Good nutrition is vital to children's learning and physical development. Our policies have been designed to encourage the development of good eating habits. Meals and snacks follow the Federal Child and Adult Food Program in which we have been a member for over 10 years. CACFP is a federal program that requires that we follow specific guidelines.

Meal requirements for toddlers and preschoolers are as follows:

- Breakfast includes milk, grain and a fruit. (Children over 2yrs. are required to have 1% or fat free milk. Children between 1-2 yrs. are required to have whole milk)
- Lunch includes a milk, meat or meal alternative, grain, 2 fruit or vegetable servings.
- Afternoon snack includes 2 of the following: milk, vegetable, fruit, grain, and/or meat.
- Meal requirements for infants under 2 yrs. old are based on their age. We support breastfeeding as well as formula feeding. (Children between the age of 1 and 2 receive whole milk if not on breast milk)

Meals are on a 2-week rotation and a menu is posted in each room along with being posted on the bulletin board near the entrance.

Food for our preschoolers and toddlers are scheduled at specific times.

- Breakfast is served 8:30-9:00
- Lunch is served 11:30-12:30
- Snack 3:00-3:30
- Infants up to 2 years of age, are fed on demand with the intention of learning to follow a meal schedule.
- If your child is not here at the scheduled meal time, please feed them at home.

Children are required to sit at the table while eating. We eat as a group with a teacher. Having pleasant conversation while eating makes eating an enjoyable experience. Sharing facts about food, textures and tastes encourage children's curiosity to try new foods. Teachers will periodically plan lessons that involve activities that correspond to healthy eating.

Infant and Toddler Feeding

The Giving Tree will provide formula for your child. Formula provided will be: Meijer Baby Gentle Infant formula with Iron.

Parents are responsible to provide *The Giving Tree* with enough prepared bottles for each day the child is in care.

- Formula/milk shall be prepared at the child's home and placed in an assembled bottle before being brought to the center. Each item must be labeled with the child's name. Bottles are to be brought daily.
- Each bottle and nipple/cup shall be used for a single feeding only
- Formula and milk left in the bottle will be discarded at the end of the feeding
- All bottles/cups will be washed out and sent home daily for sterilizing

Food Allergies

Food allergies are becoming more common. It is important that school and home work together. If your child has a food allergy, it is required that you have the appropriate forms filled out by your child's doctor. If your child may need to keep an Epi-Pen or allergy medication in school, we require a permission to administer medication form be completed. We will always do our best to protect your child when it comes to food allergies.

Infant and Toddler

Parents will provide all the following: extra change of clothes, diapers, pull-ups and wipes. Any lotions, balms, powders, or medication cannot be used without a signed Medical Authorization Form.

Parents will receive a daily report that will provide parents with feeding times, nap times, diaper changes, new developments and information regarding the care or concern of their child.

Withdrawal Policy

Parents may withdraw their child from the program at any time. Any payments made will not be refunded. Please notify The Giving Tree one week prior to withdrawal. The security deposit made upon enrollment will be used for your child's last week of tuition. There is no cash refund. We reserve the right to ask for withdrawal if there is a problem with any of our policies being followed.

Child Abuse Reporting

Child protection law states that a teacher, school administrator or regulated child care provider who has reasonable cause to suspect child abuse or neglect shall make immediately, by telephone or otherwise, an oral report of the suspected abuse to Child Protective Services.

Licensing Notification

Our center maintains a licensing notebook which includes all licensing inspection reports and all related corrective action plans. This notebook is available for your review.

Cultural Competence Plan

The Giving Tree program is aware that culture includes every aspect of a child's development. We take full responsibility for creating a culturally diverse learning environment that welcome families and promotes a cultural diverse learning environment. This includes implementing activities to encourage children to exhibit pride in their heritage while providing opportunities for children to relate to both their culture and the culture of their peers. We fully understand and appreciate the diversity of our families and intend to provide a support system of second language learners.

Special Needs Plan

The Giving Tree is committed to providing a quality childcare experience of all children including children with special needs. It is our goal to prepare all children for inclusion in all aspects of their life. Children with or without disabilities will learn how to accept people who are different, to be compassionate, to feel good about helping others and to feel good about themselves. We acknowledge that children with special needs are not defined by his/her disability. We recognize that all children benefit most from a supportive environment where cooperation between families and staff work to advocate for the child. Our staff will receive training regarding identification of special needs as well as special needs topics.

Children who are identified with special needs will be referred to Macomb Intermediate School District's Early On program for evaluation. Our teachers will collaborate with parents to develop an individualized plan for the child. Information received from doctors, specialist, and evaluations will be considered in the plan. The curriculum and lesson plans will be modified to meet the needs of the child. The teacher will be responsible for documenting the progress of the child and following up with the parents with any new information.

Notice of Nondiscrimination

The Giving Tree does not discriminate on the basis of race, creed, religion, color, national origin, gender, age, weight, height, marital status, veteran status, disability, or other protected classes in our program, services, activities or employment. Any inquiries or complaints should be made to:

Joy Smick
Program Director
586 850-3729
givingtreepreschool@comcast.net

Pest Management Program

Occasionally, *The Giving Tree* applies pesticide in and around the school property. These applications are typically done on Saturdays. Advance notice will be given when the application of a pesticide, other than bait or gel formulations will be used. In an emergency, a pesticide may be applied. Parents will be notified by telephone prior to application. If you wish to be notified, please send a letter stating child's name and address and phone number along with your wish to be notified.