



New Buffalo
Area Schools

EVERY STUDENT. EVERY DAY.

FAMILY HANDBOOK

Mission Statement

At the New Buffalo Area Schools Daycare, children are encouraged to discover their individual strengths and unique talents to foster confidence and self esteem. We believe that each child possesses a marvelous capacity to learn. Learning is best accomplished in a place that is emotionally secure, physically safe, and fun!



NEW BUFFALO AREA SCHOOLS
DAYCARE

New Buffalo Area Schools Daycare
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newbuffalodaycare@nbas.org

NBAS Daycare Family Handbook

Welcome to New Buffalo Area Schools Daycare!

We are delighted that you have chosen our daycare to provide for the needs of your child. The Family Handbook serves as a comprehensive guide to navigating the New Buffalo Area Schools (NBAS) Daycare. Understanding the program, philosophy, and policies can help ensure a smooth experience for both families and staff. We reserve the right to update this handbook at any time, but we will let families know if we do. Please take a few minutes to become familiar with this information, along with the Enrollment Agreement provided to you. On your Enrollment Agreement, you will be asked to acknowledge your receipt and agreement to the policies outlined in this handbook. If you have any questions or concerns, don't hesitate to reach out to the NBAS Daycare staff for assistance. Having this resource on hand contributes to a positive and successful daycare experience for everyone involved.

Once again, welcome!

Who We Are

Our Philosophy

We believe...

- Children are precious and must receive care from adults who are capable and caring—whose values enable them to be excellent role models.
- Children's play is extremely vital to healthy physical development, acceptable social skills, and cognitive growth.
- Children should experience numerous positive learning milestones, leading to an increased sense of competence and independence.
- Teachers, drawing upon their training and experience, create an appropriate educational environment which carefully guides children from one developmental level to another.
- Parents contribute to and enhance the quality of care offered at NBAS Daycare.

New Buffalo Area Schools Daycare philosophy is based on a belief that children of all abilities benefit from an inclusive environment, emphasizing acceptance of individual differences and ability levels. For children with special needs, inclusion facilitates developmental progress by exposure to role modeling of social, language, and physical skills through interactions with typically developing peers. We also believe that the typically developing children gain solid interpersonal skills, including self-confidence, acceptance, empathy, and communication. Inclusion allows all children to relate and interact with peers in play and daily routines, engaging in experiences that promote the development of self-help skills, self-control, and the understanding that others have different backgrounds and perspectives than themselves.

Licensing

New Buffalo Area Schools Daycare is state-licensed and regularly inspected to ensure everything meets or exceeds standards, including child-to-teacher ratios and safe facilities. NBAS Daycare is

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subject to inspection by state and local health, fire, licensing, and building agencies. Regulations and inspections pertain to staff qualifications, the facility and playground, nutrition, health and safety matters, record-keeping, and child-to-staff ratios. If you have any questions regarding licensing or regulations, visit www.michigan.gov/michildcare or please speak with the director, at 269-469-2211.

Classrooms

The individual developmental needs of each child are considered when placement decisions are made. For a child to develop a positive self-image and appropriate social skills, they need to be grouped with peers whose developmental age is similar to their own. In all groups of children, there will be varying ability levels. We will take all considerations into account and group children together who may best complement one another. Individual classroom compositions are listed below:

- **Prairie** - Currently 8- 12 children, between the ages of 2.5- 3.5 years old with 2 teachers. We maintain a ratio of 1:8 at all times.
- **Savanna** - Currently 10-12 children, between the ages of 3.5- 4.5 years old with 2 teachers. We maintain a ratio of 1:10 at all times.

Curriculum

At New Buffalo Area Schools Daycare we focus on child-centered teaching, developmentally appropriate practices, and the belief that 'play is a child's work.' Our goal is to develop each child's confidence, creativity, and life-long learning skills in our program. To support this goal, every classroom has their daily routine and teachers design play invitations and learning opportunities based on the children's interests.

Enrollment

Admissions Process

Children are eligible for admission at the age of 2.5 years (30 months). The admission process begins with a completed interest form, then a scheduled tour of the school. Children are enrolled on a first-come, first-serve basis, depending on availability in the most developmentally appropriate class. Children are placed on an interest list if there is no availability in the most appropriate class.

Spaces are filled from the interest list according to the following priority system:

- New Buffalo Area Schools staff children
- Siblings of currently enrolled children
- Previous New Buffalo Area Schools Daycare families
- Students in the New Buffalo Area Schools attendance boundaries
- General Public

Children must be able to benefit from participation in an inclusive group setting. If, after a tour and discussion of the child's needs, it is determined that New Buffalo Area Schools Daycare is not a good fit for the child, NBAS Daycare will attempt to give resources and information about other programs that may benefit the child and family.

Registration & Requirements for Enrollment

After parents are notified of the admission date, you will be sent an invoice to pay the non-refundable registration fee. Upon receipt of the registration fee, the parent receives the enrollment packet, enrollment agreement, family handbook, consent forms (photo, bug spray, sunscreen, etc.), child information record, child resume, notification of the licensing notebook, and health appraisal and immunization forms.

On the first day a child attends school, the office must have in each child's file:

- A completed Enrollment Application
- A signed Enrollment Agreement
- A completed set of enrollment paperwork
- Completed medical action plan (if applicable)

Within 30 days of a child's first date of attendance:

- A health assessment by a licensed physician
- A record of immunization or a completed exemption form

PLEASE NOTE: We are required to have each of these forms in our files in order to maintain our license to operate. State law requires us to exclude from school any student whose files are incomplete until we have received their missing paperwork. We appreciate your cooperation.

Custodial & Foster Care

Some families have legal custodial orders that address who is permitted to pick up or visit a child. If there are custody orders or protection orders relating to your child, a copy must be provided to New Buffalo Area Schools Daycare for your child's file. This information is confidential and solely for the safety and well-being of your child. Families must update the Daycare Director or Administrative assistant, when custody orders change or expire. Please note that employees cannot be responsible for supervising parenting time (visitation), and, as a result, visitation for non-custodial parents is not permitted in our centers.

For enrolled children in the foster care system, New Buffalo area Schools Daycare will need to receive a copy of the foster care paperwork. New Buffalo area Schools Daycare will release the child only to the foster parents or the child's caseworker, who must sign the child in and out on the visitor's list and provide proper identification. The caseworker must verify any additions or changes in writing (by letter or fax).

Special Needs Ratio

To provide the most beneficial inclusive environment for all families, New Buffalo Area Schools Daycare does not exceed a 50/50 ratio of slots reserved for children with developmental delays to children whose development is neurotypical. For NBAS Daycare to carry out its mission, it is essential to maintain these ratios.

Withdrawing

A one-month notice, in writing, is required before withdrawing a child from our center. Payment is required for the final four weeks prior to the termination date regardless of whether the child attends NBAS Daycare during that time. The account must be paid in full before withdrawing, including your child's tuition for that period. Any account past due at the time of disenrollment will be paid through our electronic withdrawal option.

The Director reserves the right to cancel the enrollment of a child at their discretion, or for the following possible reasons:

- Non-payment or excessive late payments of tuition and fees
- Not observing the rules of the center as outlined in the Enrollment Contract
- Special needs of the child that we cannot adequately meet with our current staffing patterns
- Physical and/or verbal abuse of staff or children by parent or child
- Expired or non-immunizations and/or health appraisal

Hours of Operation

New Buffalo Area Schools Daycare is open from 7:30 am - 6:00 pm EST Monday - Friday except for specified paid tuition holidays. NBAS Daycare's hours, school breaks, and Closing Schedule may be changed at any time, and NBAS Daycare will endeavor to provide notice at least four weeks prior to any change. Dates will be communicated via Brightwheel as they occur. Our current Closing Schedule may be found at the end of this Handbook. The NBAS Daycare operates separately from the school district when it comes to weather- related closures. In the event of an unscheduled closure, the Director will communicate to families via Brightwheel.

Parking & Carpool

To ensure our children's safety, it is of utmost importance that we practice safety and courtesy while in the parking lot. Please watch out for others, drive slowly, and hold children's hands. If you are entering the building, please DO NOT hold the door open for others. The person behind you may not be a parent.

Arrival

Parents are expected to accompany their child into the center and sign in/out at the NBAS Visitor Aware kiosk in the entryway. In-person instruction for use of the kiosk will be provided on the first day of attendance.

Parents are expected to assume full responsibility for their child as they enter the classroom. The teachers are glad to assist you and your child at your drop-off time. Teachers, however, will not assume direct responsibility for your child until you are ready to walk out of the building. It is important for the teacher to keep a watchful eye on all the children in their care. You are welcome to stay for a short while and assist your child through this transition. Simply notify the classroom teacher when you are ready to leave, and the teacher will assist.

Only the individuals listed in Brightwheel, or on a written permission note from the parent that has been verified by the Director, will be allowed to leave with a child. The staff is expected to request a picture identification from any unfamiliar person (including grandparents). If there is any concern, the staff of NBAS Daycare reserves the right to deny a person's request to pick-up a child.

We discourage leaving your idling vehicle in the parking lot during drop off and pick up times. In cases of extreme cold or heat please make your transitions brief, so the vehicle is not left unattended for a long period of time. Of course, NEVER leave a child in an idling vehicle unattended.

Departure

It is important to sign your child in and out each day. You can sign your child out via the Visitor Aware kiosk in the entryway. The school closes at 6:00 pm sharp. Children are expected to be picked up at the agreed upon daily time. The parent or guardian of a child not picked up until after the agreed time, or who arrive more than fifteen minutes past closing (6:15 p.m.), will be charged \$15 per 15 minutes. All late fees are expected by 6:00 p.m. the following day. This fee applies per family. Payment will be collected through Brightwheel. Excessive abuse of late pickup times can result in disenrollment.

If NBAS Daycare is unable to reach the parent/guardian or persons listed on the Child Information Record after one hour, NBAS Daycare shall call the local child protective services agency or the local police. NBAS Daycare will not be responsible for the child after the local child protective services agency or the local police arrive.

Change in Pickup Person

The safety of our students is our top priority. Please notify your child's teacher if someone other than you will be picking up your child. NBAS Daycare staff will only release your child to the parents and guardians or the other adults you authorized on the student's Enrollment Application or within the Brightwheel App. If you need to authorize a new pickup person, please send the request via email to newbuffalodaycare@nbas.org. For your child's safety, any time a person we do not recognize comes to pick up your child, we will ask for a government-issued photo ID.

The School Day

Your Child's First Day

Preparing for the first day of school can be exciting, but it can also be an overwhelming and anxious time – we understand! We will work with you to make your child's first day the best it can be. Don't hesitate to share any concerns you have before that first drop-off. If possible, we recommend new students start with a few half days, gradually lengthening their time. This helps your child become familiar with the new environment and new faces and reduces anxiety. Each child is unique in their patterns and ease of adjustment to new situations.

Be sure to talk with the staff daily during the transition phase. A consistent daily schedule (arrival and departure routines) also helps children adjust to a new routine and environment. You're always welcome to call any time to see how your child's adjusting or download the Brightwheel app for updates throughout the day.

Separation Anxiety

The first few weeks of school are always a time of adjustment, and many students (and parents) feel a sense of separation anxiety which is perfectly normal. Here are a few strategies to help with the process. Remember, separation anxiety is a phase, it is perfectly natural, and it will pass.

- Make the goodbye prompt and cheerful. Giving your child "one more minute" prolongs the inevitable. As a parent, the best thing you can do is hug your child, say "I love you," and reassure them that you will be back soon.
- Establish a goodbye routine. Children crave routine, and parents who establish a consistent goodbye routine have better luck with successful goodbyes. This could be a secret handshake or a special 'I Love You' ritual. This provides a special moment between the two of you that offers a sense of reassurance.
- Trust your child's teacher. This may be difficult to do when you do not yet know them, but keep in mind that our teachers have chosen this profession because they love children, and they have a wealth of ideas and strategies to help settle an upset little one.
- Acknowledge how your child is feeling. It is important to accept and respect your child's temporary unhappiness as it is genuine and normal. Say things like, "I know you feel sad when Mommy leaves, but you will have a good time, and I will be back very soon."

Also, be prepared for regression. Sometimes a change in schedule, like a long weekend or an illness that keeps your child home for a few days, can make you feel like you are right back to square one. As frustrating and upsetting as this can be, it is perfectly normal. Stick to the above strategies, and you should notice a significant difference in a couple of days.

Transitioning to a New Classroom

NBAS Daycare strives to make the transition from one classroom to another as smooth as possible. When the time comes to transition from one class to the next, we look at your child's developmental and maturation levels, as well as space availability in other classrooms. A letter will go home to make you aware when your child is transitioning to a new classroom. Your child's current teacher will share with the new teacher about your child's strengths, areas for growth, and supportive strategies. If you are interested in setting up a conference centered around transition, feel free to reach out to your child's teacher.

Classroom Schedule

Each classroom follows a slightly different schedule that is customized for their students. The primary school day is from 8:00 am - 12:30 pm with a rest time from 1:00 - 3:00 pm.

Staff is sensitive to the attention spans of young children and plan accordingly, making activities extensive enough to be challenging and fun but short enough to avoid overwhelming a child. Each classroom has a schedule posted that lists approximate times of activities. Routine provides security, but flexibility is also important in meeting the varying needs of young children.

Classroom Activities

Teachers plan activities for the learning centers in the classrooms weekly. Teachers strive to be culturally aware and sensitive in their approach to planning. They plan concrete activities that can be modified to meet all children's needs and provide challenges in skill development. The classrooms are organized into centers or defined interest areas. Activities are planned for each center in which the children move freely throughout each day.

Learning Experiences

Teachers connect with and use their community's resources and the families we serve to expand our curriculum and provide additional hands-on learning experiences. In-house learning events may include cultural experiences through community members as well as a cultural experience provided by families within the center, demonstrations by community helpers, or scientific investigations.

Welcoming and Connecting

Mornings are a time of reconnecting with our school community. Children are greeted by familiar faces and calm spaces, their presence and arrival is celebrated by teachers and peers. Each classroom has its own welcoming space and materials will be presented as invitations into play. Classroom communities gather to say good morning, check in on feelings, and set intentions for the day. After, we gather together for a morning snack to fuel the adventures ahead.

Exploration and Adventure

Late morning is a time for classroom play and outdoor adventures. Teachers curate their materials to reflect the interests and play urges of the children, and invite them to engage in free exploration of the classroom environment. If you were to peek into the classroom during this time, you'd see children engaging in exploration of art and sensory materials, investigation of natural materials and their properties, dramatic representations of their favorite stories and characters, building and tinkering with blocks and loose parts, and quiet cozy moments with books.

Our classroom communities take outdoor adventures every day! If you were to observe us on one of our outdoor adventures, you'll see children taking risks while balancing on logs and planks, gathering natural treasures, splashing in the biggest puddles, and running as fast as they can.

Nourishment and Rest

Children are welcomed back from their adventures and will get out their homemade lunches and gather together at tables. Meal time is a time of community building, and a celebration of autonomy. After lunch time all students settle into a rest period with dimmed lights, quiet music, and cozy cots to rejuvenate for afternoon fun.

Investigate and Play

Children wake to an afternoon snack to fuel a full and playful afternoon. We will balance their afternoon playtime between our shared outdoor and indoor play spaces. During this time, children will be found revisiting interest-studies that developed over the course of the morning, and rediscovering the materials offered to them as they expand on their own ideas in play. Many teachers engage in

large motor outdoor activities with the children in the afternoon, celebrating the risk and heavy work that is so necessary for a child's self regulation and development.

Reunion and Reflection

Children will be picked up by their families throughout the course of the afternoon. Reunions bring joy, excitement, and reflection on the events of the day. Artwork is shown proudly, messy gear is celebrated, and families are equipped with photos of the day's activities to inquire and learn about a day in the life of NBAS Daycare.

Play Yard and Outdoors

We play outside every day that weather permits. When the weather keeps us inside, we find safe and fun ways to get active indoors. Our playground equipment and materials are designed for active play and exploration, which keeps kids learning while getting exercise and fresh air. Teachers plan outdoor activities to address multiple areas of skill development, including climbing, balance, and coordination, throwing, kicking, running, jumping, and pedaling.

Mealtimes

If there are dietary needs or allergies, it is the parent's responsibility to notify the Daycare Director. Please see Food Allergies below for more information.

Parents need to send lunch with their child each day. Lunches sent from home should be self-serving or easy to serve and clearly labeled. Lunch boxes that have a frozen pack inside are recommended. NBAS Daycare will provide a morning and afternoon snack.

Food Allergies

Parents will need to supply any special foods required to accommodate any allergies. An Allergy Action Plan and a Child Medical Action Plan are available in the office and must be completed and on file if a child has an allergy or medical need.

Healthy Choices

While the occasional donut, chocolate milk, and fruit snacks make for a good treat they do not necessarily make a healthy meal. We ask that you reserve these items for special occasions. Bringing in these items on a daily basis for your child does not encourage healthy eating patterns. We are happy to provide you with a list of healthy, fun, alternatives upon request.

Rest Time

All children will participate in a quiet rest time. Children are not required to sleep; however, we have a very busy and stimulating morning, so most toddlers and preschool-aged children will nap when given a relaxing and quiet space to do so. If a child does not fall asleep after a short rest, they are given quiet activities within the nap room. The center provides cots and a cot sheet. These items are washed and disinfected weekly. You are welcome to provide a small pillow and blanket for your child and should plan to take them home weekly to launder.

There are always 2 teachers within the nap room during naptime observing by sight and sound. We do not use mirrors, video, or sound monitors in place of sight and sound supervision.

Treasures and Possessions

Sometimes children need to bring special toys or newfound treasures to use as a "bridge" between home and school. On these occasions we will work with you and your child to make it a positive sharing experience. Past experience has shown us that often toys from home create problems at school. We encourage you to keep personal belongings and toys at home unless the teacher has scheduled a "show-n'-tell" day. NBAS Daycare will not be responsible for any lost items.

Important...there are four things we feel strongly must remain at home: toy weapons, gum, money, and candy.

To prevent items from becoming misplaced or lost, please label ALL items brought from home with your child's name. Within each classroom, each child has a hook and/or cubby assigned to them. This will provide storage space for your child's personal belongings. Please check your child's cubby daily for items that need to be taken home.

Clothing & Shoes

A full day at our school includes fun activities like singing, painting, playing indoors and out, dancing, and eating, so we recommend easy-fitting, washable clothes. Being comfortable lets kids focus on learning and having fun!

Make sure your child is wearing shoes for easy movement. Flip-flops, clogs, cowboy boots, and slick-bottomed shoes often cause children to fall when running outside and limit their play. Please be sure that your child's shoes are rubber-soled and closed-toe with a closed heel or heel strap. Shoes are required for all students.

- Please provide three complete sets of extra clothes, including socks, for your child. It's always a good idea to keep an extra pair of shoes and a sweater or sweatshirt at school, too. Clothing should be labeled with your child's first and last name and checked periodically to make sure it still fits.
- Please provide appropriately layered clothing to keep warm in cold weather, including mittens or gloves, caps, hoods, or hats, sweaters or sweatshirts, socks, and warm, waterproof outerwear and footwear.
- Please have your children wear sun-protective clothing such as clothing made with fabrics rated for ultraviolet protection or clothing that protects skin areas most prone to sun damage.
- Sometimes learning and fun can get messy! New Buffalo Area Schools Daycare isn't responsible for lost, stained, soiled, or torn clothing.

Because of the wide range of activities, it is recommended that children be dressed in washable, comfortable clothing. Plastic aprons will be provided by the center for art and water activities.

As noted above, water activities, sand play, and occasional bathroom accidents necessitate that an extra set of clothing be kept at the center at all times. All extra clothing should be marked with the child's name and placed in a labeled plastic bag. Clothing should include underwear, socks, pants, and shirts. If wet or dirty clothes are sent home, please return a clean extra set of clothes the next morning.

Licensing requires that children be taken outdoors each day. The children will play outdoors if the temperature is 10° or warmer. Children should be dressed accordingly: light jacket, cap, rain boots (for damp days) in fall and spring; heavy winter jacket, mittens, scarf, hat, and snow boots in winter. An extra sweater or sweatshirt at school is recommended for sudden changes in temperature. Again, all clothing, including coats and boots, must be labeled clearly with your child's name.

Provisions Summary

Important: Please label all items with the child's name or initials.

General items – to be kept at school at all times

- Three sets of spare clothes in a ziplock bag with name attached. These will be kept at daycare in case of accidents.
- Blanket to place on the nap cot. Please take home each weekend, along with the cot sheet provided, and launder fresh for Monday.
- Lovey or Stuffy if your child needs a special toy to help them sleep or self-soothe
- Diapers and diaper cream
- Water bottle

Seasonal items – spring/summer/fall

- Sunscreen
- Bugspray
- Sun hat
- Rain boots
- Muddy Buddy (spring/fall)

Seasonal Items - winter

- Insulated and waterproof mittens
- Warm hat that covers ears
- Winter coat with hood and snow pants OR one-piece snow suit
- Insulated, lined, and waterproof snow-boots and warm socks (preferably wool).

Bodies and Boundaries

There is a natural curiosity among children with regard to their bodies. We teach children that every person has boundaries and that our bodies are private and should be respected. You will be notified if situations occur in the classroom that directly affects your child(ren).

Diapers & Wipes

Parents of children in diapers and of children who are toilet training must provide an ongoing supply of diapers and additional necessary clothing. If your child is wearing pull-ups, it is helpful to send in the type with Velcro sides. This allows us to help your child change without having to take off their pants and shoes. Cubbies and coat hooks should be checked daily for items that need to be laundered. New Buffalo Area Schools Daycare will provide wipes.

Safety

We all know that safety comes first! At New Buffalo Area Schools Daycare our first goal is to keep children safe, which starts with paying attention to every detail - big and small. Every day at our center, you can be confident that your child is in the very best hands.

Injuries/Accidents

Your child's safety is of our utmost concern, but we recognize that minor bumps and scrapes are an everyday part of your child exploring and learning through experience. Known minor injuries sustained at school are reported to parents on an Incident Report Form, of which you will receive a copy. If your child is injured in our care, our first step is to administer first aid. A first aid kit is available in the office, and each class always has a small first aid kit with them. The most common treatment is ice on bumps, soap and water cleansing, and a bandage on a minor wound. All permanent staff members are trained in First Aid and Infant/Child CPR within the first 90 days of their employment, and they must maintain their current certification every two years.

If an accident is more than minor, a parent will be called to discuss the need for possible medical treatment. If the accident is more serious, a parent will be contacted and requested to come immediately. In the event of a life-threatening illness or injury, an ambulance will be called. To ensure your child's safety, your Enrollment Agreement provides a record of names, addresses, and phone numbers of the people you have authorized to pick up your child. We ask you to keep this information current and supply names and phone numbers for your child's doctor and preferred hospital.

Emergency Procedures

We make every effort to be prepared for potential emergencies. New Buffalo Area Schools Daycare has an emergency response plan for fire, inclement weather, or if a lockdown becomes necessary. These plans are reviewed annually with the staff. Additional precautions we take in the event of an emergency are:

- Emergency phone numbers are posted by all phones.
- New Buffalo Area Schools Daycare keeps an emergency "To-Go" bag in the main office with first aid supplies and emergency contact information for all students and staff.
- Fire drills are practiced once each month, and shelter-in-place drills every three months to prepare children in the case of an emergency.
- Emergency evacuation plans are posted in each room.
- Annual inspections by the New Buffalo fire inspector. If an emergency requires evacuation, we'll notify you as soon as the children have been relocated to a safe area.

Injuries and Accidents

Every consideration will be taken to ensure the safety of your child while in our care. Should an injury occur, an Incident Report would be completed by the closest adult and signed by the Daycare Director. A copy of this report will be sent home. You will be notified regarding any injury that occurs while your child is in our care.

In the event of a major medical emergency or accident, the Daycare Director or teacher will call 911 first. The child will be transported to the hospital noted on the Child Information Record (or the closest hospital). The parent/guardian will be called immediately.

The School Year

Celebrations & Birthdays

Celebrations and birthdays are special days for kids, and we want to share in the fun! If you'd like to provide a small treat for the celebration, all items must be nut-free (including peanuts, tree nuts, peanut butter, and food processed in plants using nuts) and commercially packaged with ingredient statements so we can be sure we're accommodating any allergies or dietary restrictions. Please do not send in any treats or candy, which may be a choking hazard to our students. Healthy snack options such as whole-grain items, vegetables with dip, fresh fruit, fresh fruit popsicles, or yogurt are always a great choice. Please be sure to provide enough for everyone in your child's classroom and check in with your child's teacher before the special day so they can share any tips and plan accordingly.

Brightwheel App

Upon enrollment, you will receive an invite via email or text to set up your Brightwheel account. Through the app, you can communicate with your child's teacher or administration via messaging, as well as pay tuition and receive your child's daily report.

- Create a free Brightwheel account. When you receive an invitation via email or text, please create a free parent account using either the website or mobile app. Make sure to use the same email address or cell phone number that the invitation was sent to.
- Confirm your child's profile. You will see your child's profile after you create an account - you can confirm information such as birthdays, allergies, and additional contacts. If you do not see your child's profile, please contact us with the email address or phone number you used to sign up. You will not see updates within Brightwheel until we start to use it regularly.
- Set your account preferences. You can adjust your notification preferences within your profile settings on the app.
- Add your payment information. Brightwheel offers secure, automated online payments that save time and give you advanced tools and reporting.

Confidentiality

All information contained in your child's records, including your personal information, is confidential. Anyone who is not directly involved in the care of your child or affiliated with Michigan Department of Licensing and Regulatory Affairs (LARA), protective services, or other government agencies will not have access to your child's records without your written authorization or court order. All New Buffalo area Schools Daycare staff members and contracted therapists must sign a Statement of Assurance of Confidentiality upon employment and annually after that.

As a parent or guardian, you can request access to your child's records; to do so, please email the Daycare Director. If you withdraw your child from the center, we will maintain your child's records for at least 2 years per LARA regulation. Lastly, out of respect for other children and families, please do not post photos or videos that contain images of children other than your own on the Internet.

Family vs. Approved Pick-Ups vs. Emergency Contacts

We ask that you add and edit Family Members, Approved Pickups, and Emergency Contacts on your child's profile. When adding contacts, you are given four options: Parent, Family, Approved Pickup, and Emergency Contact. Each one has slightly different functions and privileges, as listed in the chart.

We do not recommend listing anyone as an Emergency Contact as emergency contacts do NOT have pick-up privileges. Only parents, family, and approved pickups may check a child out. For more information on how to add contacts to your child’s profile, [click here](#).

	Parent	Family	Approved pickup	Emergency contact
Create a brightwheel account	✓	✓	✓	
Can check-in & check-out	✓	✓	✓	
View activity feed	✓	✓		
Send and receive messages	✓	Send only		
View child's profile	✓			
View and pay bills	✓			

Family Involvement

New Buffalo Area Schools Daycare believes that children thrive when the relationship between the family and the center is a partnership. We have an open-door policy—parents and guardians are always welcome at the center, so just let us know when you’d like to come to say hello! We strongly believe in positive two-way communication. Families are encouraged to communicate with teachers and administration in whatever way is most convenient for them. This may include by phone, notes, email, or in person. Information is shared with families through verbal conversations, the Brightwheel app, newsletters, flyers, family bulletin boards, notes, phone calls, posters, conferences, and e-mail. New Buffalo Area Schools Daycare has an open-door policy and offers many opportunities to be part of your child’s early learning experience and connect with other families.

- NBAS Daycare families have a chance to meet with other families and the teachers several times a year. These gatherings are meant to provide a sense of community and to celebrate the families here at NBAS Daycare. Dates and times will be posted.

All New Buffalo Area Schools Daycare employees are expected to treat all children and families with respect and dignity. In return, we expect the same from all of our families. If difficulties arise, we encourage families to share their concerns with the Daycare Director verbally or in writing. Inappropriate language directed toward staff and/or in front of children will not be tolerated. Through communication, we will work to resolve the issue. If you are not satisfied with the solution, we encourage you to contact the Daycare Director. Please do not confront children or other parents in our program. When any member of the New Buffalo Area Schools Daycare community shows behavior that threatens the safety of others or shows repeated disrespect towards other members of our community, New Buffalo Area Schools Daycare reserves the right to ask the family in question to leave the school immediately and terminate that child’s enrollment at New Buffalo Area Schools Daycare.

Tuition & Fees

Tuition

We know that your child's early education is important and doesn't come without a price. Paying tuition on time helps ensure that we can continue to retain our highly trained teachers and provide them a positive work experience. Information about current tuition rates is available on BrightWheel. All tuition is due in advance of services provided and in accordance with your tuition agreement.

The best way to pay tuition and fees is online through Brightwheel. Tuition balances will generally be posted 4-days before the first and fifteenth of the month. Through Brightwheel, you can make recurring or one-time payments online using a checking or savings account for no additional fee. If you choose to use a credit card, a processing fee will be added to your payment. New Buffalo Area Schools Daycare is committed to the security of your personal information online. Brightwheel payment services do not store confidential banking information and have the highest encryption levels on bank transfers. No one at our company or externally has any access to any customer banking records. All families using Brightwheel for payment must complete a two-step authentication process to verify their accounts. If online payment is not possible for you, please talk to the Daycare Director about alternate payment methods.

All tuition should be paid by the 1st and 15th of the month. While we are a non-profit organization and strive to take the needs and problems of our families into consideration, we must maintain financial stability. Accounts 2 weeks in default or repeated failure to pay tuition by the due date may result in the termination of services. Any requests for exceptions must be made with the Daycare Director through the completion of a tuition payment plan. If the bi-monthly payments are not received by five days after the due date, a \$15 daily charge will be added until your balance is paid in full. Upon enrollment at New Buffalo Area Schools Daycare all families will be expected to sign a statement that they have read, understand, and will abide by the tuition agreement.

Receipts can be printed out via your Brightwheel payment portal for employer reimbursement or tax purposes.

Returned Checks

There will be a service fee of \$25 for any returned checks. In the event of a returned check, a money order will be due immediately, late fees will apply, and immediate termination of services may apply. Payments from customers with prior unpaid returned checks must be, from there on out, in the form of a money order or cashier's check.

Family Discounts

Families with more than one child enrolled full-time receive 15% off the youngest child's tuition.

Temporary Withdrawal

On a case-by-case basis, NBAS Daycare may be able to work with families who wish to withdraw their child for ten weeks or less (i.e., summer, or due to an extended trip outside the country). If this is the case, you must send the request in writing to the Daycare Director at least 30

days in advance. To guarantee the child's space upon return, 25% of the tuition that would typically be due during that time frame must be paid. If tuition fees are not paid promptly, the child's space will not be held, and re-registration will be required upon return.

Medication and Child Medical Action Plan

If a child has health care needs that require specialized health services, a health care professional or parent must complete a medical action plan. This plan must be updated both annually and any time there are changes to the child's health status or treatment plan. It is recommended that you do not complete or change the plan without guidance from your child's health care professional.

Non-prescription medication (Tylenol, nose drops, etc.) as well as prescription medication will only be administered after a parent completes, signs, and dates the form entitled Medication Permission and Instruction. The parents must provide all medications.

Prescription medication must be in the original container and labeled with the child's name. A parent or guardian must administer the first dosage under their supervision, never the center staff. We will not administer cold medications to any child.

Staff cannot administer medication (prescription or over the counter) without the proper dosage for that child listed on the container. If the container reads, "Consult/see Doctor" then a note from the doctor with the child's weight and the dosage recommended, must be provided. Medication will be stored per the manufacturer's recommendations.

The Consent Form signed upon enrollment covers other applications such as diaper wipes, sun block, soap, etc.

Chronic Health Conditions

For any child with health care needs such as allergies, asthma, or other chronic conditions (ex: seizures, G-Tube, etc.) that require specialized health services, a medical action plan shall be completed. The medical action plan must be updated annually and when changes to the plan are made by the child's parent or health care professional. Blank medical action plans may be found on BrightWheel. The medical action plan shall be signed by both the parent and the child's health care professional and must include the following:

- A list of the child's diagnosis or diagnoses, including dietary, environmental, and applicable activity considerations
- Contact information for the child's health care professional(s)
- Medications to be administered on a scheduled basis; and
- Medications to be administered on an emergency basis with symptoms, and instructions

Medications

Whenever possible, we recommend that you administer medications at home. To help with medication scheduling, you may consider asking your health care provider for prescriptions with 12-hour dosages. At the center, medications will be administered in accordance with LARA regulations and the policies described below.

General Medication Policies

- No prescription or over-the-counter medication and no topical, non-medical ointment, repellent, lotion, cream, or powder shall be administered to any child:
 - without written authorization from the child's parent
 - without written instructions from the child's parent, physician, or another health professional
 - in any manner not authorized by the child's parent, physician, or another health professional
 - after its expiration date
 - or non-medical reasons, such as to induce sleep
 - with a known allergy to the medication.
- All medications will be given following the doctor's written instructions.
- Medication will be stored separately for each child.
- Medications will be stored in a locked cabinet in the classroom or locked box in the Center refrigerator, depending on the medication. Medications for external use will be stored separately from medications for internal use.
- Do not store medication in diaper bags, lunch bags, backpacks, or any other personal belongings.
- We do not mix the medication with food, formula, or juice, nor will we dispense any medication in a bottle or cup.
- Medications will be administered by regular classroom staff who have been trained in medication administration in the presence of another staff person. All staff follow the Six Rights of Safe Medication Administration: right child, right medicine, right date/time, right dose, right route & right documentation. Staff will document each dosage on the medication form, listing time, amount given, and initial. If any side effects are noticed, they will be noted on the form, and the child's parent will be notified.
- Medication forms will be added to the child's file after the medication request is completed. Forms for long-term medication will be considered confidential and treated as such.
- It is the responsibility of the parent to remove or dispose of any medication after the duration of the request has ended. The classroom staff will dispose of any medicine at the Center after the medication form has expired or after a child has left New Buffalo Area Schools Daycare.
- Alternative medications, such as herbal or homeopathic medications that are not tested by the US Food and Drug Administration for safety or effectiveness, lack safety information and cannot be administered at New Buffalo Area Schools Daycare.
- New Buffalo Area Schools Daycare reserves the right to refuse the administration of medications if we feel that it is in the best interest of the staff.

Prescription Medication

- For a staff member to administer any medication to your child, you must complete the Medication Administration Permission Form in its entirety.
- The medication must be brought to school and stored in the original, tamper-resistant container in which they were dispensed with the pharmacy labels. The pharmacy label must specify:
 - The child's name
 - The names of the medication
 - The amount and frequency of dosage
 - The date the prescription was filled and the expiration date
- If the medication is provided via pharmaceutical samples; they must be stored in the

- manufacturer's original packaging, shall be labeled with the child's name, and shall be accompanied by written instructions specifying:
 - The child's name
 - The names of the medication
 - The amount and frequency of dosage
 - The signature of the prescribing physician or other health professional the date the instructions were signed by the physician or other health professional
 - Medication expiration date

The medication shall be administered only to the child for whom they were prescribed. It shall be administered according to the prescription, using the amount and frequency of dosage specified on the label. A parent's written authorization for administering a prescription medication shall be valid for the length of time the medication is prescribed to be taken or up to 6 months when needed for a chronic medical condition, whichever is less.

Emergency Medication

If your child requires the use of emergency medications (i.e., inhalers, Epi-pen, Diastat, etc.), you will need to complete the corresponding medical action plan. Blank medical action plans may be found on BrightWheel, and these plans MUST have a doctor or healthcare professional's signature. Emergency medicines will be kept unlocked and easily accessible to adults but out of children's reach (at least 5 feet off the ground). This is to ensure easy access in the case of an emergency. All staff members have to be trained on emergency medication administration annually. We work with a county nurse to ensure our staff is appropriately trained for your child's specific medical needs.

Over-the-Counter Medication

In general, New Buffalo Area Schools Daycare staff will not administer over-the-counter medication except when a health professional prescribes the over-the-counter medicines. This situation is most common for chronic health conditions (ex: Benadryl for students with allergy action plans or fever-reducing medication for students with febrile seizure action plans). New Buffalo Area Schools Daycare will not administer over-the-counter medicines such as cough syrup, Tylenol, ibuprofen, antibiotic cream for abrasions, or medication for upset stomach in the cases of acute illness or pain. Children that have these symptoms may need to remain at home until they are symptom-free.

The over-the-counter medication must be brought to school and stored in the manufacturer's original packaging with the child's name written or labeled on it. It shall be accompanied by a Medication Administration Permission Form that specifies:

- The child's name
- The medical conditions or allergic reactions
- The names of the authorized over-the-counter medication
- The amount and frequency of the dosages, which shall not exceed the amount and frequency of the dosages on the manufacturer's label
- In cases where the prescription says, "as needed" (i.e., allergy exposure, etc.), the instructions need to specify criteria for the administration of the medication (be specific with what symptoms or situations are criteria for administration)
- The route in which the medication shall be administered
- Possible reactions or side effects
- The signature of the parent AND physician, or another health professional
- The date the instructions were signed by the parent and physician or other health professional

Medical Report & Immunization Record

A record of immunizations and a children's medical report must be completed and on file at school within the first 30 days of each child's first day of attendance. Records should also include results of any screenings, prescribed medications, descriptions of any allergies, and current or chronic health conditions.

As the child receives new immunizations, the date and type of shot or immunization should be reported to administration to be added to the child's record. Immunizations may be obtained either through the pediatrician or the Berrien County Health Department. A schedule of immunizations can be acquired through the Center office. See <http://www.cdc.gov/vaccines/> for the current national immunization schedule.

Illness Policy

We realize that it is difficult for working parents to keep their children home, but exclusion from school will help prevent contagion and promote the health and safety of your child. Children should be kept home from school if they are feverish, have diarrhea and/or vomiting, have nasal mucous discharge that isn't clear, or if they show signs of becoming sick (listlessness, drowsiness, productive cough, sore throat, ear pain, eyes that are pink, burning, itching, or producing discharge). See exclusion criteria on the following pages for more specifics. If your child cannot comfortably participate in the day's usual activities or your child needs to stay indoors and/or have additional rest, these signs are generally indicative that the child should not be at school.

New Buffalo Area Schools Daycare has established guidelines in accordance with state child care law and other best practices concerning sick children. In case of a communicable disease or condition, and at the discretion of the Daycare Director, other parents will be notified to watch for symptoms in their children.

If your child becomes ill during the school day, every effort will be made to make them comfortable, away from the other children, but with a familiar caregiver. A parent will immediately be called to come and pick them up. New Buffalo Area Schools Daycare is not able to provide arrangements to care for sick children. Parents are required to respond as soon as possible concerning the sick child when contacted by New Buffalo Area Schools Daycare staff. If we cannot reach the parent within thirty minutes, we will reach out to the family's emergency contacts as stated on enrollment/annual forms. If the illness warrants, the child's pediatrician will be contacted for consultation.

Children may attend with minor illnesses if it is not contagious, and it does not affect the child's ability to participate in the day's routine. Minor illnesses include:

- Mild respiratory infections
- Acute infections subsiding after treatment, such as pink eye, impetigo, ear infections
- Cold symptoms without a fever

If the child's health deteriorates at some point in the day, the parent will be contacted to come to pick them up.

It is always helpful if you can provide New Buffalo Area Schools Daycare a doctor's note, when applicable.

Illness Exclusion Criteria

Disease/Condition:	If your child has been diagnosed with this disease, our program will:	When to allow your child to return:
Chickenpox (or rash suggestive of chickenpox)	<ul style="list-style-type: none"> Temporarily exclude the sick child from childcare Notify all parents regarding possible exposure and include a warning about aspirin use. Contact the Child Care Health Consultant if needed to find out other preventative measures to take Unimmunized children must be excluded until they are permitted to return by their health care provider Carefully follow handwashing and cleaning procedures 	Approximately 5-7 days after the rash begins or when ALL blisters have scabbed over
COVID-19 or symptoms of COVID-19	<ul style="list-style-type: none"> Temporarily exclude the sick child from childcare Contact the Child Care Health Consultant if needed to find out other preventative measures to take Carefully follow handwashing and cleaning procedures 	Guidance from the state is updated frequently. Please see [appropriate center contact] for more info.
Diarrheal illness	<ul style="list-style-type: none"> Temporarily exclude a child that has had 2 or more diarrhea episodes in one day. Carefully follow handwashing and cleaning procedures 	When the child is diarrhea-free for at least 24 hours without the aid of medication.
Fifth Disease	<ul style="list-style-type: none"> Temporarily exclude the sick child from childcare The program will notify all parents Carefully follow handwashing and cleaning procedures 	When the child is fever-free for at least 24 hours without the aid of medication and has the energy to participate in center activities.
Fever	<ul style="list-style-type: none"> Temporarily exclude the child from childcare if the child has a fever of 100.4 or greater. 	When the child is fever-free for at least 24 hours without the aid of medication.
Hand Foot and Mouth Disease	<ul style="list-style-type: none"> Exclude if the child has an open, draining lesion on hand or has lesions in the mouth and is drooling. Carefully follow handwashing and cleaning procedures. 	When lesions heal and/or drooling ceases, and the child can participate in center activities (including meals)
Hepatitis A	<ul style="list-style-type: none"> Temporarily exclude the sick child from childcare Contact the Communicable Disease Section of DHHS Contact the Child Care Health Consultant if needed to find out other preventative measures to take Carefully follow handwashing and cleaning procedures 	At least one week after onset of illness or jaundice. Permission to return should be sought from the local health authorities first.
Impetigo	<ul style="list-style-type: none"> Temporarily exclude the child from childcare Carefully follow handwashing and cleaning procedures. 	After treatment has been started
Influenza	<ul style="list-style-type: none"> Temporarily exclude the child from childcare The program will notify all parents Carefully follow handwashing and cleaning procedures. 	When the child is fever-free for at least 24 hours without the aid of medication and has the energy to participate in center activities.
Lice	<ul style="list-style-type: none"> Temporarily exclude the child from childcare 	24 hours after treatment and no signs of nits or lice

Pink Eye	<ul style="list-style-type: none"> Temporarily exclude the child with yellow eye drainage and itching Carefully follow handwashing and cleaning procedures. 	24 hours after the first dose of medication and symptoms are mild
Pneumonia	<ul style="list-style-type: none"> Temporarily exclude the child from childcare if they present with fever or difficulty breathing. Carefully follow handwashing and cleaning procedures. 	When the child is fever-free for at least 24 hours without the aid of medication and has the energy to participate in center activities.
Ringworm	<ul style="list-style-type: none"> Temporarily exclude the child if lesions cannot be covered Carefully follow handwashing and cleaning procedures. 	If unable to cover the lesion(s), after treatment begins and the lesion starts to shrink.
RSV (Respiratory Syncytial Virus)	<ul style="list-style-type: none"> Temporarily exclude the child from childcare if they present with fever or difficulty breathing. Carefully follow handwashing and cleaning procedures. 	When the child is fever-free for at least 24 hours without the aid of medication and has the energy to participate in center activities.
Scabies	<ul style="list-style-type: none"> Temporarily exclude the child until treatment is complete. Carefully follow handwashing and cleaning procedures. The program will notify all parents All clothing and blankets will be sent home to be laundered in hot water and dried in a hot dryer. 	Until treatment is completed.
Strep Throat/Scarlet Fever	<ul style="list-style-type: none"> Temporarily exclude the child from childcare Carefully follow handwashing and cleaning procedures. 	24 hours after antibiotics are started when the child is fever-free for at least 24 hours without fever-reducing medication and has the energy to participate in center activities.
Tuberculosis	<ul style="list-style-type: none"> Temporarily exclude the child from childcare Contact local health department and Childcare Health Consultant Carefully follow handwashing and cleaning procedures. 	Exclude until a health care professional provides a written statement that the child is not infectious.
Vomiting	<ul style="list-style-type: none"> Temporarily exclude the child from childcare Carefully follow handwashing and cleaning procedures. 	When the child is vomit-free for at least 24 hours without the aid of medication.
Whooping Cough/Pertussis	<ul style="list-style-type: none"> Temporarily exclude the child from childcare Contact local health department and Childcare Health Consultant Unimmunized children must be excluded until they are permitted to return by their health care provider. Carefully follow handwashing and cleaning procedures. 	<p>Exclude until five days after treatment has started.</p> <p>Exclude untreated cases for 21 days from the date cough began.</p>

* This chart is not an exhaustive list of the communicable diseases and policies for exclusion from childcare. For more information, please contact a member of the New Buffalo Area Schools Daycare Administration team.

Cleaning & Sanitation

Cleaning and disinfecting are part of our broad approach to preventing infectious diseases at

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New Buffalo Area Schools Daycare. Each classroom has a “yucky bucket” for toys that have been contaminated with bodily fluids. Contaminated toys are specifically washed, sanitized, and air-dried. All surfaces and toys are sanitized and air-dried daily upon arrival and departure. For more specifics about the frequency and type of cleaning that occurs for each surface at New Buffalo Area Schools Daycare, please reference the [NAEYC Cleaning, Sanitizing, and Disinfecting Frequency Table](#).

Hand Washing

Handwashing has long been established as one of the most important things to prevent the spread of illness.

In our center, hand washing requirements for staff are as follows:

- Upon arrival at school/center
- Before and after setting up snacks/food for student consumption
- Before and after helping students use the bathroom
- After handling items soiled with body fluids such as blood, drool, urine, stool, or discharge from nose or eyes
- After handling an ill child
- After using the bathroom or taking care of other personal needs (i.e., nose-wiping) and eating

In our school, hand-washing requirements for students are as follows:

- Upon arrival in the morning
- After using the bathroom
- Before and after eating food
- Before and after sensory play
- After they have touched a child who may be sick or who has handled soiled items
- After blowing/wiping their nose

The required method for handwashing is as follows:

- Rub hands vigorously for at least 20 seconds using warm water and soap.
- Wash between fingers and back of hands and wrists.
- Rinse hands well under running water and dry thoroughly with a clean paper towel.
- Turn off water using a paper towel instead of bare hands. This helps prevent acquiring new germs on already clean hands.

Universal Precautions

New Buffalo Area Schools Daycare follows universal precautions to prevent the transmission of HIV/Aids, Hepatitis B, and other bloodborne pathogens. Universal precautions refer to infection control measures that all healthcare workers and childcare providers follow to protect themselves and the children in their care from disease-producing microorganisms. The concept requires workers to treat all blood and various other bodily fluids as infected with HIV, hepatitis B virus, and other bloodborne pathogens. New Buffalo Area Schools Daycare staff follow the following universal precautions when encountering blood or bodily fluids:

- Gloves are worn for contact with blood, body fluids, mucous membranes, open wounds, and handling items or surfaces soiled with blood or body fluids. Only approved latex or vinyl gloves are worn. Gloves are never to be washed and reused.

- Hands and other skin areas are washed thoroughly if they contact blood or body fluids. Hands should be washed immediately after gloves are removed.
- Saliva is not considered by the Center for Disease Control to transmit HIV. Still, it is a body fluid, and mouth-to-mask ventilation devices will be available for resuscitation and shall be used by trained personnel.
- Staff must review information and procedures about universal precautions, HIV/HBV infections/transmissions, and handling of infectious waste annually.

Mandated reporting requirements

It's our mission to ensure all children in our center are safe and well cared for, not only while they are at our center, but at all times. Michigan law requires everyone who works directly with children to report suspicions or evidence of child neglect or abuse to local law enforcement. Those who fail to report can be held accountable under the law. The law prohibits interference with an individual's attempt to report child abuse or neglect. Our school will offer full cooperation during the investigation of the reported incident.

- Should a staff member have reason to suspect abuse, they will contact New Buffalo Area Schools Daycare administration and follow up with an immediate phone call to Berrien County Human Services. If an administrative staff member is unavailable, staff members have the authority to make the call and to prepare a written report of the account.
- New Buffalo Area Schools Daycare will not hire a person who has been convicted of abuse of any type, and all staff undergo a fingerprint and criminal background check before employment begins.
- All staff members are responsible for protecting all children from abuse from any child or staff member.
- All staff members are required to report any suspected cases of abuse, whether it is suspected at New Buffalo Area Schools Daycare or away from New Buffalo Area Schools Daycare.
- All New Buffalo Area Schools Daycare staff receive training in recognizing and responding to child maltreatment, including abuse and neglect.
- New Buffalo Area Schools Daycare strictly prohibits the mistreatment, neglect, or abuse of any child in the program by any staff member. Any employee found in violation of the abuse and neglect policies shall be immediately terminated. If the charges are not upheld, the [accountable center contacts] will determine eligibility for reinstatement.

School Policies

Discipline and Guidance Policy

At NBAS Daycare, the term guidance is used for several reasons. It is a positive term and implies working with the children to develop internal control of their behavior. Our goal is to encourage the children to become creative, independent, responsible, and socially mature human beings. This involves learning to make responsible choices and accepting the consequences of such choices. Guidance takes several forms within our center:

- Environment—A place designed for children. Each room is age-appropriate in furniture size, large and small manipulations, and supplies required for hands-on experiences.
- Logical Rules—Such as keeping our hands to ourselves and taking care of the learning environment. These are discussed with the children as well as why such rules are needed.

- Curriculum—Developmentally appropriate, based on the children's interest and level of readiness.
- Positive Behavior—We reinforce the behaviors we wish to see repeated.
- Redirection—Often interesting a child in another activity can eliminate potential difficulty. We might ask a child to help us or send a child to a different area to play.
- Positive Reminder—Telling the children what we want them to do rather than using "no" or "don't."
- Renewal Time—Occasionally, as a last resort, a child needs to be removed from the situation for a brief break. This allows the child time to calm down and consider an alternate behavior. At no time will children be isolated from adult supervision.

Difficult Behavior

We will make every effort to work with you to ensure a cooperative approach for children having difficulties with behavior. We are here to serve and protect all of our children! You may be called at work or home at any time your child exhibits uncontrollable behavior that cannot be modified by the daycare's staff. You may be asked to take the child home immediately. The following steps may be taken regarding children who display chronic disruptive behavior that is upsetting to the emotional or physical well being of another child or an adult.

Initial Consultation

The Daycare Director may ask you to meet for a conference. The problem will be defined on paper. Intervention strategies will be discussed. The best solution toward solving the problem will be agreed upon by the Director, teacher, and parent or guardian.

Second Consultation

If the initial plan for helping the child fails, you will again be asked to meet with the Daycare Director and teaching staff involved. Another attempt will be made to identify the problem, and establish a new, or revised, approach for solving the problem. You may be asked to consult outside professionals or bring in behavioral specialists to help identify the problems or provide new strategies, in order for NBAS Daycare to continue care. Our goal is to work as a team to better serve each child.

Disenrolled

When the previous attempts have been followed and no progress has been made toward solving the problem, the child may be disenrolled from the center at the discretion of the center director.

NOTE: Corporal punishment will not be allowed. This is defined as the use of negative physical touching (spanking, slapping, pinching, etc.). In certain instances, a child may be physically restrained in order to keep the child, other children or staff safe from harm. No unusual punishment will be allowed such as humiliation, ridicule, threat or coercion.

These policies are keeping in line with the Michigan School Discipline Laws and Regulations, which can be found at

<https://safesupportivelearning.ed.gov/sites/default/files/discipline-compendium/Michigan%20School%20Discipline%20Laws%20and%20Regulations.pdf>

Staff members are required by law to report any suspected child abuse or neglect. Teachers are trained on what to watch for and how to properly report it.

Smoke-Free and Weapon-Free Environment

New Buffalo Area Schools Daycare and both playgrounds are smoke-free and tobacco-free environments. Smoking and the use of any product containing, made, or derived from tobacco, including e-cigarettes, cigars, little cigars, smokeless tobacco, and hookah, shall not be permitted on the premises of the childcare center or during any off-premises activities. Additionally, firearms and ammunition are prohibited in all licensed childcare centers, including New Buffalo Area Schools Daycare, unless carried by a law enforcement officer.

Transportation

New Buffalo Area Schools Daycare does not transport children to and from school. Parents are expected to provide transportation for their children. In the event of a field trip that requires transportation a New Buffalo Area Schools School Bus will be used and permission forms will need to be completed.

Babysitting

New Buffalo Area Schools Daycare strongly discourages families from entering employment arrangements with staff. However, we recognize that our staff members are highly trained, wonderful people and are often the people that know your child best, next to you. Any arrangement between a family and a New Buffalo Area Schools Daycare employee for employment or services outside the program and services of New Buffalo Area Schools Daycare is an individual endeavor and private matter, not connected or sanctioned by New Buffalo Area Schools Daycare.

Program Oversight

Our program's quality and compliance with State laws are carefully regulated and evaluated annually by LARA. In addition, we also ask parents to complete and return an evaluation of the program intermittently. Summaries of evaluations are presented to the New Buffalo Area Schools Board of Directors to enable them to monitor the quality of our services.

Code of Ethical Conduct

For an updated NAEYC Code of Ethical Conduct, please go to www.naeyc.org.

Commitment to Diversity

Tolerance and understanding are fostered by positive exposure to various ages, genders, lifestyles, family structures, races, cultures, religions, and physical abilities. Therefore, we emphasize an environment that welcomes diversity and challenges bias and discrimination.

Grievance Procedure

Disagreements may occur, even with the best of intentions. Experience has taught us that open communication is the key to maintaining a positive relationship. The adults must demonstrate the cooperative, compassionate communication we want our children to imitate. If you have a concern, please discuss it with your child's teacher or the staff involved. If the concern is not resolved to the satisfaction of all parties, a meeting can be arranged between the persons involved and a member of the administration. At that time, a course of action can be determined.

Nondiscrimination

New Buffalo Area Schools Daycare does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status in any of its activities or operations. These activities include, but are not limited to, hiring, and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all staff members, clients, volunteers, subcontractors, vendors, and clients. New Buffalo Area Schools Daycare is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the basis of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.

Americans with Disabilities Act

Our policy is to accept children in compliance with the Americans with Disabilities Act (ADA), its regulations, and any other applicable local, state, or federal laws pertaining to providing services to individuals with disabilities.

Record Retention

New Buffalo Area Schools Daycare complies with the requirements outlined in the "Records Retention and Disposition Schedule" developed by Michigan LARA.