



Purpose and Philosophy

*It Takes A Village Academy exists out of a deep concern for parents and their children. Our purpose is to serve as an extension of your home by providing **quality child care and educational experiences**. Our program offers children a chance to grow and develop physically, spiritually, socially, emotionally, and intellectually in an atmosphere primarily designed to help children form a positive sense of self and positive life values.*

Our program focuses on the individual needs of the child. Cooperation, compassion, and a sense of responsibility within the child are emphasized. A relationship of mutual respect and caring is the goal between teacher and child.

Our Mission is to assist you during your child's formative years by providing warm, loving care to your child and informative support services to you as parents. Due to the COVID-19 Pandemic, Our 'Open door policy' is suspended until further notice.

Licensing It Takes A Village Academy meets all licensing standards for the care of children (birth to 5 years) and school-age children (5 years through age 12) as established by the Department of Licensing and Regulatory Affairs for the State of Michigan.

Center Hours 6:30 AM to 6:00 PM, Monday through Friday.

Closings **The center is closed for the following holidays: Labor Day; Thanksgiving Day; Christmas Eve; Christmas Day; New Year's Eve; New Years Day; Memorial Day; Independence Day; Good- Friday and the day after Easter. If your child is scheduled to attend on these days, you will be charged.**
The Center will also be closed on the Friday after Thanksgiving.

In case of an unforeseen emergency the administrative team will make a decision regarding Tuition payment at that time. Parents are required to abide by that financial decision for payment.

Inclement Weather It Takes A Village Academy WILL CLOSE IN AN EMERGENCY WEATHER SITUATION! **An email** or **Bright-Wheel message** will be sent out to notify families regarding closures.



Enrollment Contract

An enrollment contract will be prepared for each child in the center's care. The contract will outline the specific days and hours that the child will receive care at the center. The contract will be signed by the parent and will be updated annually, or when changes are necessary in the child's schedule.

Tuition

All tuition is charged on a weekly basis. **Credit will be given for absences during the week when you complete a vacation request form up to one week of attendance.** All children must be registered for specific days and hours. A \$50 non-refundable registration fee is payable upon enrollment. \$75 for families. Parents with multiple children enrolled at the center will pay full tuition for the child with the highest tuition rate and receive a 15% discount on each additional child. **THE 15% DISCOUNT ONLY APPLIES TO SIBLINGS IN OUR INFANTS, TODDLERS AND PRESCHOOL PROGRAMS.**

Tuition rates

Please refer to the separate **TUITION RATE SHEET** for the center's current child care rates.

Rate Increase

Parents will be notified two weeks prior to any change in tuition.

Payment Policy

All tuition and additional service fees are due no later than Tuesday by 6:00 p.m. for the current week of service. Payments may be made by check, money order, Zelle, bank transfer, Cash or mailed bank check made payable to It Takes A Village Academy. Payments may also be made directly through Bright-wheel with an additional 0.60 cents processing fee per payment.

IF THE LAST NAME ON THE CHECK, MONEY ORDER, ZELLE TRANSACTION IS DIFFERENT THAN YOUR CHILDS', PLEASE PUT THE CHILD'S NAME ON THE CHECK, MONEY ORDER, AND ZELLE MEMO

***Office staff review accounts weekly on Wednesday morning. If payment for the week has not been received by the end of the day on Tuesday, your account will be considered delinquent for the week of service and a \$15 late fee will be assessed. If special arrangements are needed to bring an account up to date, please contact the office.**

Should your account become two weeks delinquent, we may refuse to care for your child until the account is paid in full. Any account delinquent over 30 days may be turned over to the **Garden City District Court.*



***There is a \$50 penalty for all checks returned to us by the bank.**

***We will accept tuition payments from the State of Michigan for families that meet their guidelines and criteria for assistance. Please be advised that parents/guardian are responsible for paying the full tuition until DHS approves and pays the center. Also, please be advised parents may have a weekly copayment of the portion that DHS does not cover. Parents/guardians are responsible for making these tuition co-payments on a weekly basis. Payments are due by Tuesday of the current week of service. Any payments made Wednesday-Friday will be assessed a \$15 late fee.**

Late Fees

A late fee of \$15 will be assessed every Wednesday for failure to pay the weekly tuition on time. If there are dire circumstances for late payments Please call the office to see if special payment arrangements can be made.

Withdrawal

A Two-week paid notice is required for withdrawing a child from the center.

Parents must submit a written notice of withdrawal.

Disenrollment

The center reserves the right to disenroll any child when:

- * it is deemed that the placement is not appropriate for the child;
 - * the placement is not beneficial to the child's development; or
 - * it is determined that it is not in the best interests of the child and/or the other children in care at the Center.
- *The child displays repeated instances of behavior that is disruptive to the classroom and requires such a degree of individual attention that the staff cannot adequately care for the other children under their supervision.*

Parents will be informed in writing should a child need to be disenrolled.

Absences

Please call the center to inform us when your child is absent due to illness or other unexpected circumstances. This is especially important for school age children who are picked up by our bus from their school. We will call you if your school age child is not here as expected.

Dropping Days

Two weeks' notice is required when dropping days from those originally specified in the Enrollment Contract.

Vacation Time

You are entitled to one week (5 business days) of vacation time per year, if your child is enrolled with us full time at the center. Otherwise, vacation time is equal to the number of days your child attends the center during the week. You may use your vacation days any time between **September through August.** You may not carry over vacation time from year to year. You must fill out a Vacation Request Form and return it to the child care center office at least two weeks prior to the requested week(s). Tuition payments must be current at the time of the vacation request. Vacation time may be used after 90 days of enrollment. **Payment is still required to be made regardless of any absences. (Vacation Time doesn't apply to our School Age Program).**



Health Records

The Health Appraisal Form must be completed and returned to the Center within the first 30 days of enrollment. Immunization records are due prior to your child's first day of attendance. These medical records must be current (within 6 months prior to admission) and must be revised every year for infants and toddlers and every 2 years for preschool and prekindergarten. You will be notified when immunizations are due or a health appraisal form is expired. Submit a copy of your child's immunization card each time it is updated to the office. For school age children, a copy of the medical form on file at your child's elementary school will fulfill this requirement.

Illness

Please report all illnesses to the Center. Weekly reports are filed with the Wayne County Health Department. Please note the following policies regarding illness.

- * No child who is ill can remain at the center.
- * If your child becomes ill at the center, s/he will be isolated from the other children and parents will be notified so that they can take the child home. If the parents are not available, the person designated to be called in an emergency will be contacted. **Be sure to keep the Center notified of any changes in telephone numbers, addresses, places of work or emergency contacts.**
- * Please report all contagious diseases to the Director as soon as possible.
- * The regular tuition will be charged for each week with no credit given for absences due to illness during the week unless you submit a vacation request form and you have vacation days available for use.

If a child exhibits any of the following symptoms s/he may not attend the Center for 24 hours or until seen by a licensed physician and has a note stating that the condition is not contagious:

- a. Fever
- b. any type of skin rash
- c. diarrhea or vomiting
- d. open sores or blisters
- e. eye drainage or infection
- f. nasal drainage, green or yellow in color
- g. earache
- h. persistent cough
- i. sore throat

Parents are still required to pay for weekly Tuition regardless of absences unless vacation days are used.



Any child at the center who exhibits any of these symptoms will be isolated and must be picked up by a parent immediately.

When a child has been out with any type of contagious disease, a physician's note is required before the child can return to the Center. These diseases include but are not limited to:

chicken pox	ringworm
fifth disease/Hand Foot Mouth	rubella
impetigo	pink eye
meningitis	scabies
mononucleosis	scarlet fever
mumps	strep throat
pinworm	whooping cough

Pediculosis: Any child found to have head lice must be picked up immediately. One treatment with a recommended product must be completed before the child can return to the Center. Per the Wayne County Health Dept. your child must be checked when s/he returns. If any nits are found you must take your child home until they are nit free. If your child has had head lice and has been treated for it please notify the Center, so we can check the other children in the class and prevent the spread of this condition.

Medication

When medication of any kind is necessary, the parent must sign the medication log (located on the attendance clipboard) for the Center to administer the medication. Prescription medication must have the pharmacy label indicating physician's name, child's name, instructions, and the name and dosage of the medication. Parents must give the medication **directly to a staff member. There can be no exception to this rule.** Non-prescription Or over the counter meds such as Childrens' Tylenol, Motrin or allergy medication has to be brought in their original package. Parents are also required to fill out & sign the medication log with the dosage amount for their child in order for our staff members to administer the medication. A A Brightwheel message can be sent to give written permission; however, the the medication log still needs to be signed by a parent.

Instructions for administering the medicine to your child, **must be** logged on the Medication Log located on the attendance clipboard.

If your child is in a cast or sling, we must have a Physician's note stating s/he is able to participate in all class activities.

Food

Breakfast, lunch and a p.m. snack are provided for all children depending on the times your child attends. With the exception of breakfast & special diets, no child may bring his/her own food. Menus are posted monthly on the bulletin board in the foyer. They are also emailed and put on Brightwheel.



Special Diets

Our foodservice program follows standards set by the School Management Services of Michigan, Department of Education. The food served must conform to their requirements for balanced meals and snacks. Any individual dietary needs should be presented in writing to the Director. Children with mild allergies are required to have a note stating this from a physician and a care plan.

Birthdays

You may send a treat for your child's birthday. We strongly request that it be limited to foods with nutritional value. Treats must be individually wrapped and preferably low in sugar. **Home made items are prohibited.** Please arrange this with the teacher prior to your child's birthday and to assure compliance of the **room's allergy requirements.**

Holidays

It takes a Village Academy exposes students to a variety of multicultural celebrations throughout the year. **The GSRP Program however has their own rules set forth by the state that prohibits celebrating holidays.** Please notify the center if you have concerns.

Parent Information

- * Please check your emails and Brightwheel messages for important information and communication.
- * The developmental progress of each child will be recorded using portfolio and TS Gold assessments. Conferences are scheduled twice a year to share the child's progress with parents. If you have any problems or family concerns, which require assistance from a social service program, we will make every effort to put you in touch with the appropriate agency.
- * Parents know their children better than anyone else, and we welcome open communication with you. In fact, we feel that communication is so vital that we will be scheduling a conference with you twice during the year. **Due to the COVID-19 Pandemic Visits are suspended until further notice.**

Parent Involvement

Parent involvement in their child's education is encouraged. Parents and teachers should engage in conversation on a daily basis. Please don't hesitate to contact your child's teacher or the main office if you have any questions.

Clothing

All clothing, blankets, tote bags, and outerwear (hats, coats, mittens, boots, etc.) must be clearly labeled with your child's name and stored in a tote or zippered cloth bag. The Center cannot be responsible for unmarked items. Lost clothing will be kept for a short period of time, and if unclaimed, be donated to charity.

Children go outdoors each day as weather permits. **They should arrive properly dressed for the day and the season.** If your child is healthy enough to attend school, he/she should be healthy enough to participate in outdoor play.



Toys

There are a variety of toys, games and activities offered to the children each day which are designed to stimulate creative play and learning. We ask that the children do not bring their own toys to school. Because children at this age have difficulty understanding that another child may have the same toy as they do, fights, tears and other problems arise when children bring in their own toys.

The only exception to this policy would be a show-and-tell day scheduled by the teacher or, any books, tapes or other materials brought from home which relate to the curriculum. The children may bring a favorite stuffed animal to rest with. No other toys are permitted on a daily basis. The staff will not assume responsibility for toys brought from home that get lost or broken.

Safety Issues

* **Clothing**

Children should be comfortably dressed in play clothes. Good clothes and/or frilly clothes tend to be unsuitable for participation in learning and exploring activities and interfere with motor skill development by discouraging active play.

Only securely fastened, closed toe, rubber-soled shoes should be worn. Thongs or flip-flop sandals are hazardous as are the slippery soles of cowboy boots and "Sunday" shoes.

* **Supervision**

Parents are to drop off their children in the foyer. For the safety of your child, you are required to sign him/her in and out each day. Absences can be reported by sending a Brightwheel message or preferably by calling the center. You **must** notify the Center if anyone other than parents will be picking up your child/children and that person needs to be on the emergency card.

* **Field Trips**

Children are never left unsupervised, either indoors or outdoors. Field trips are well supervised by extra staff and/or parent volunteers in addition to the regular staff. Children wear identification on all field trips. Emergency information and first aid supplies are also taken.

• **Transportation Policy**

- Children's emergency cards must be taken on the bus
- Route information- actual streets traveled and scheduled stops must be on file at the center and on the bus.
- Roster of children (sign-in/ out sheet) and a check mark by each child's name as they load and unload the bus.
- Copy of transportation policy left on bus
- Registration, licensing, insurance information on the vehicle and at center
- Trip length cannot be longer than one hour



- Always enter a vehicle at a curb or away from traffic, when at the center load and unload on the playground blacktop, or parked by the playground fence with the bus door opening toward the fence.
- Children must stay away from the back of the vehicle
- All children will walk out and in to the building with at least one teacher
- Driver will always conduct a face to face name count with sign in sheet and check each child off as they load and unload the bus
- Driver will conduct a walk through the entire bus after children unload to make sure everyone is inside the building.

* **Injuries**

When accidents occur, minor hurts are cared for and the incident is recorded on an accident form to be signed by a parent upon pick-up. If more serious injuries occur, the parent is notified immediately and a written report is prepared.

An accident insurance policy is carried on each child by the Center. This applies only to injuries from accidents while the child is under the care of It Takes A Village Academy staff, and does not cover sickness, illness or other previous medical conditions.

* **Procedure for Serious Accident or Injury**

1. The Head Teacher remains with the injured child and utilizes first aid procedures. Assistant Teachers remain with the rest of the group and keep everyone controlled and calm and notify the director.
2. Director or office staff calls an ambulance if needed. Director or office staff call parents and instruct them to meet the child and staff at the hospital.
3. The Head Teacher and Director accompany the child to the nearest hospital, taking an emergency card. If an ambulance is not needed, the Director will drive to the hospital.

Discipline

The staff at It Takes A Village Academy will use positive methods of discipline that encourage self-control, self-direction, and self-esteem. Feelings will be respected, and children will be shown acceptable ways to express their feelings. Responsibility and consideration toward others will be emphasized.

Children behaving in an unacceptable manner are guided in handling the particular situation in an acceptable way. For example, a child who purposely spills milk is expected to clean it up, while a child who accidentally spills milk is taught to place his/her glass where it is not so easily spilled.



Michigan law specifically states:

The staff shall be prohibited from using the following as a means of punishment:

1. Hitting, shaking, biting, pinching, or inflicting any form of corporal punishment.
2. Restricting a child's movement by binding or tying him/her.
3. Mental or emotional cruelty such as humiliating, shaming or frightening a child.
4. Depriving a child of meals, snacks, rest, or necessary toilet use.
5. Confining a child in an enclosed area such as a closet, locked room, box, or similar cubicle.

If a child has a severe discipline or behavior problem, the teacher will consult with the parents so that, together, they can find ways to help the child through this difficulty.

If a child is continually having a severe discipline problem, so that it adversely affects the other children in the classroom or causes the staff to spend an undue amount of time with that child, the Center reserves the right to disenroll the child.

Curriculum

The curriculum is based on the growth and development of each child. Through the use of Creative Curriculum, the center materials and equipment are presented to the children in a relaxing and informative manner. The children are offered a wide arrangement of subjects through emerging concepts that foster learning and enable them to feel good about themselves in a warm and nurturing environment. A child's individual development will be tracked through collaboration of observations and discussions between parents and teachers. With these daily observations and parent-teacher conferences, an individual learning program will be developed for each child using TS Gold assessments and ASQ for social/emotional development.

The curriculum is guided by the recommendation of the National Association for the Education of Young Children (NAEYC).

Rest Time

The State of Michigan Licensing Division requires that children attending more than five (5) hours a day have a resting period. Most children experience a busy, but lengthy day at the center so for the health and well-being of each child it is important that we provide a rest period each afternoon. Duration of rest time may vary depending on the needs of the child. During rest time the children who wake up early from their rest time may be offered the opportunity to look at books, listen to stories on tape, or soft music while on their cots or sitting in an area in the classroom away from children napping. They may also use tablets with headphones quietly on their cots.

For children 12 months up to 5 years of age, please send a crib sheet (to cover the cot), a small pillow / blanket and a small, soft resting toy (if desired). Make sure that your child's resting things are labeled with your child's name and placed in a small zipped tote bag. (Note: cubby space is limited). For the health and well-being of each child, bedding is required to be sent home on a weekly basis for laundering, and then returned when the child(ren) returns back to school the following week.



Daily Schedule Daily schedules provide children with continuity in the classroom. During the course of the day children are involved in multiple activities throughout the day such as: art, music, story/circle time, snacks, block play, outdoor play, manipulative, etc. Daily schedules are posted in your child’s classroom for you to view and on our website.

Changes to Handbook

The center reserves the right to add, delete or revise the policies and procedures outlined in this handbook upon two weeks' written notice to the parents.

Health Care Plan

To prevent the spread of communicable disease and the spread of respiratory illness, all employees will practice hand washing, use of latex gloves, environmental disinfectants, and proper disposal of waste materials.

- All caregivers and children will wash their hands before and after eating/drinking or handling food or giving medication.
- Hand washing will occur after toileting or assisting a child in the toilet, handling body fluids (including wiping noses), cleaning up or handling garbage, playing or working outdoors, touching sick children, handling pets or their cages, removing gloves used for any purpose, and any other time soiled.
- Free flowing water, liquid soap dispensers and disposable towels will be used for hand washing.
- If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol.
- All cots will be cleaned and disinfected after each use.
- All tables and countertops will be cleaned and disinfected before and after each use.
- Toys will be bleached weekly or immediately if they come in contact with bodily fluids.
- All lockers will be cleaned weekly. Children’s clothes and bedding will be stored separately in bags sent home weekly for laundering. Any soiled clothing will be bagged up, closed securely and sent home to be laundered.
- Disposable tissues will be used. Disposal of used tissues, paper towels, etc. will be in a lined trash can.
- Children and staff will be taught to cough or sneeze into their elbow. If they sneeze or cough into a hand or tissue, they will properly dispose of the tissue and immediately wash hands. Runny noses and eyes will be wiped promptly and hands washed afterwards.
- Parents will be notified immediately of any exposure to a communicable disease.
- Any sick child will be removed immediately from the classroom until a parent arrives to pick them up.
- A sick child will be excluded from the program until healthy or fever free, diarrhea free or vomit free for 24 hours.

The following resources are located in the child care office:

- “Health and Safety in the Child Care Setting: Prevention of Infectious Disease”
- “Information on Specific Diseases”
- “Exclusion/Readmission List”

Staff Requirements / Screening

It Takes A Village Academy strives to provide the very best possible care for your child. We seek to be staffed by adults who are trained and have experience in child development, which are nurturing and loving individuals and who understand the importance of each child’s stage of development. The staff will treat each child with love and guidance.



By law It Takes A Village Academy has a written screening policy. Each teacher is fingerprinted through the federal government prior to hiring. Each staff is informed of child abuse and neglect polices during their orientation.

The State of Michigan requires that all staff members report any suspected child abuse or neglect to Child Protective Services. In compliance with the law, our procedures will be to contact Child Protective Services immediately upon signs of abuse or neglect. Within 72 hours we will file a written report after making the call.

Confidentiality is a high priority in our program. All information about families is kept in strict confidence. Information concerning enrollees and their families will be limited to purposes directly connected with the administration of the programs. The staff will respect each family's right to privacy.

Parent Grievances Any and all parent concerns and grievances should be brought to the attention of the teacher. If, after consultation and discussion with the teacher, the parent feels that the matter has not been satisfactorily resolved, the parent may bring the matter to the attention of the director. If after a discussion with the director, the parent feels that the matter hasn't been resolved, the parent may contact the owner of the center Suzanne Collard Itava919@gmail.com

Center Licensing Book

The center licensing book is located in the vestibule. The licensing book contains all the licensing inspection and special investigation reports and related corrective action plans since September 2019. The licensing notebook is available to parents during regular business hours. Licensing inspection and special investigation reports from at least the past two years are available on the child care licensing website at www.michigan.gov/michildcare

Program Evaluation Parents will be sent a survey toward the end of each school year.

The Child Assessment and Screening TS Gold Assessment tool is ongoing throughout the school year. The assessments provide information across all domains. These domains include social and emotional development, intellectual development, language and literacy development, creative development, physical development, health, early learning in math, science, social studies and use in technology. Results of the TS gold are shared with families during the fall and Spring at the Parent/Teacher Conferences.

Ages and Stages Questionnaire (ASQ-3) Screening: All children are screened initially after enrollment and in the Spring. This assessment supports learning and development and helps to identify children who may need additional services.

Results of the assessments and screening are shared with the parents at conferences which are held in the Fall and Spring.



Referral Procedure for Assessment and Development Screenings When children need a referral for further observation or evaluation, the center will assist families by providing information of local agencies and assist with setting up any appointments. **Any recommendation for a referral will require parental permission at the time of referral services identified.**

Language It is important that all families are given the opportunity to fully understand, interpret and become involved with their child's assessment and goals. ITAVA will provide an interpreter if possible, for any family that needs and makes requests.