



TOT SPOT

Handbook for:
Tot Spot Infant/Toddler Care
Tot Spot Child Care
Tot Spot Preschool Enrichment
Friendship Centers/Bullpup Club
Summer Friendship Center



810.299.3819
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Dear Parents,

Welcome to Brighton's Early Childhood and Before/After School programs. We strive to provide quality programs through a variety of options. We hope to provide a service, which meets the needs of both working and non-working parents in our community.



Tot Spot's Childcare, Preschool Programs, Friendship Centers, and Bullpup Club are committed to excellence. Our highly trained and dedicated staff provide children opportunities to grow academically, physically, socially, and emotionally through developmentally appropriate and fun learning experiences.

Brighton's Early Childhood and Before/After School programs are self-supporting and administered by Brighton Community Education. Our childcare program maintains nationally accredited standards, which is the highest standard of quality available for a childcare center.

This handbook has been designed to provide you with answers to the most frequently asked questions and to familiarize you with the options available.

If you still have questions or concerns after reading the handbook, please ask your teacher or program supervisor. If you are still not satisfied, please call the Child Care Supervisor at 810-299-3819. We welcome your input.

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General Information

Philosophy and Statement

The philosophy of the supervisors and staff is to provide an environment, which socially, physically, emotionally, and cognitively enhances the development of your child. During this time of growth, we hope to guide each child's changing interests and abilities through social relationships with other children, understanding and caring teachers, and appropriate play materials.

At the Centers, the safety and physical welfare of the children come first! We maintain an atmosphere of friendliness and organization. Our goal is for children to become self-directed learners who feel free to ask many questions, find solutions, develop ideas, and to explore and experiment. We want children to have both a sense of confidence and competence.

Programs Offered

Tot Spot Infant/Toddler Care

Tot Spot Preschool/Childcare Combination

Tot Spot Preschool

Friendship Centers/Bullpup Club (Before and After School)

Summer Friendship Center/Bullpup Club

Admission Policy

Our Programs are committed to providing low staff to child ratios so that each child receives a very personal experience. Admission to our programs requires that a child can be successfully maintained under those close ratios. Due to all children developing at different rates, there may be times where a child is unable to be maintained within our ratios and a recommendation for more directed support would be provided.

Any Brighton elementary student is eligible for the before and after school child care program. Children (ages 6 weeks-5 years) are eligible for child care. Children, ages 3-5 and toilet-trained, are eligible for Preschool Enrichment and Child Care/Preschool combination. Children, ages 5-12 who have completed grades K-6, are also eligible for Summer Friendship Center (K-4th) and Bullpup Club (5th /6th).

All children are admitted according to space availability. We encourage parents to bring children for a visit before they are scheduled to begin attending regularly.

Enrollment Policy

Pre-registration is necessary for all programs. All registration forms, emergency cards, immunization records, etc., must be completed prior to a child's attendance. These forms can be obtained at the Tot Spot Office. Parents should check the specific registration requirements for the type of program needed.

Schedule

All children must be scheduled and pre-paid according to the specific program requirements. If parents find it necessary to change their child's schedule, they must first consult the program director to assure availability. Days scheduled are not transferable.

Snow Days

Tot Spot programs (childcare, preschool, friendship centers) are CLOSED if Brighton Area Schools are closed due to inclement weather. However, if Brighton Area Schools are CLOSED due to cold temperatures, Friendship centers will be closed as well, but Tot Spot at Miller will remain open. Snow days/cold days are not credited back, unless we exceed 5 days.

Arrival/Departure

When you drop off or pick up your child, you must come into the center to be sure staff knows you have arrived or are departing. This means children are never "dropped off at the curb" or "called to" from the car, both for safety reasons and because there is often something to share verbally or art work, etc. to be taken home. Children may not be picked up by persons under 16 years of age.

Please assist your child with the removal of outer garments and sign him/her in and out each day.

If the parents arranges for an alternate person to pick up the child, prior arrangements must be made and identification must be available to the caregiver/teacher before the child will be released. Children will not be released to unauthorized persons or persons not on the emergency card.

We discourage bringing toys and electronics to the Centers because it is so easy to lose or break children's personal possessions when so many children are enrolled.

Sign In and Out

In compliance with DHS licensing regulations and to ensure the safety and supervision of your child, you **MUST** sign your child in and out each day. The sign in/out sheets are located outside the door of your child's classroom. Please connect visually and verbally with a member of the teaching staff in the classroom before leaving your child. *Children may not be left in any space unattended at any time.* The adult responsible for taking the child from Tot Spot must be on the child's Emergency Card authorized list. A government issued photo ID is required of anyone picking up the child; please have it ready to show the staff on duty as requested. The authorized person must visually and verbally connect with the staff member on duty, check the cubby, and sign the child out, with the accurate time and date they are being picked up.

Withdrawal/Dismissal

When it is necessary to withdraw your child from the childcare center, you must give notice two weeks in advance. If it becomes necessary for the center to exclude a child from attending, we will give a two week notice whenever it is possible, so that the parent can arrange suitable alternative child care.

Reasons for Termination

Termination of a family's contract with Tot Spot Early Childhood Center may result from, but is not limited to the following:

1. Nonpayment of fees. Parents/guardians will receive communication from the Tot Spot Office if invoices have not been paid by the fifteenth day of the month of service. Parents/guardians will be notified the care will be terminated two weeks after the notification, if the fee has not been paid in full or other arrangements made.
2. Failure to comply with state licensing regulations as stated in LARA licensing rules for child care centers. Noncompliance includes but is not limited to providing required paperwork for file (e.g. current health appraisals and updates to emergency contact information).
3. Failure to comply with program policies of Tot Spot Childhood Center as stated in the Parent Handbook and the enrollment forms for the child's participation in the program; which are provided to parents when they enroll.

Non-Joint Custody

The Tot Spot Office must have a copy of any custody documents. Until the Tot Spot Office receives such documents, either parent/guardian may pick up the child and add names to the emergency card. In the case of Joint custody, either parents may include names on the forms.

Unless documentation is on file with the office, it is assumed that either parent pay pick up the child.

Health and Safety Guidelines

Health Requirements

a. Physical Examination

According to Michigan law governing childcare centers, every child must have a health statement on file no later than 30 days after the child is enrolled. The physical should have been completed within the 12 months preceding enrollment and thereafter every year until your child is three years old. Any information about health problems should be on this physical examination form.

A child whose parents object to a physical examination or medical treatment on religious grounds may be admitted to the Centers, if the parent provides us with a waiver statement certified and stamped by the Livingston County Department of Public Health. It is important that you understand that even with a waiver your child will be excluded from school during a disease outbreak.

b. Immunizations

Diseases that can be prevented by immunization are an unnecessary hazard to the health of children in the classroom or center and to their families and others in the community. On the first day of attendance, parents must provide immunization records showing new school entrants are current on all immunizations. Children must continue to receive immunizations during this school or center year until the following are completed:

4 DPT

1 Rubella

3 Polio

1 Mumps

1 Measles

3 Hep B

HIB - Complete Series

1 Varicella (Chicken Pox)

According to the Health Department, children must definitely be kept home if they have any of the following symptoms and no history of allergies:

Illness or Symptom

EXCLUSION IS NECESSARY

Chicken Pox

Yes-Until blisters have dried and crusted (usually 6 days)

Conjunctivitis (pink eye)

(pink or red eyes with thick mucus or pus draining from the eye)

Yes-May return after treatment begins and drainage from eyes has cleared. If your health provider decides not to treat your child, a note is needed.

Coughing

(severe, uncontrolled coughing or wheezing, rapid or difficulty in breathing)

Yes-Medical attention may be necessary. Note: Children with asthma may be cared for in school/childcare with a written health care plan and authorization for medication/treatment.

Coxsackie Virus

(hand,foot,and mouth disease)

Yes-Exclude until no new sore and other symptoms (fever, sore throat, drooling) resolved.

Diarrhea

Yes-If a child has two loose or watery stools, even if there are no other signs of illness. The child should have no loose stools for 24 hours prior to returning to school

Fever with Behavior Change or Illness

Yes-When fever is elevated above 100.4 degrees and is accompanied by behavior changes or other symptoms of illness, such as fatigue, rash, sore throat, vomiting, diarrhea, etc. The child should not return to school until 24 hours of no fever, without the use of fever reducing medications.

Fifth's Disease

No-Child is no longer contagious once rash illness appears.

Headlice

Yes-May return after treatment and removal of all live lice and nits from hair

Impetigo/Staph/MRSA

Yes-May return 24 hours after treatment starts. Wound must be covered with dressing taped on all 4 sides.

Body Rash with Fever

Yes-Seek medical advice. Any rash that spreads quickly, has open, weeping wounds and/or is not healing should be evaluated. May return to school when medical provider determines that illness is not communicable.

Mild Cold Symptoms

(stuffy nose with clear drainage, sneezing, mild cough)

No-May attend if well enough to participate in school activities.

Upper Respiratory Complications

- large amount of thick nasal discharge
- extreme sleepiness
- ear pain
- fever (above 100 degrees)

Yes-Seek medical advice. May return 24 hours after symptoms are improved.

Ringworm

Yes-May return after treatment begins, unless nature of contact with others could promote spread. Exclude from swimming and contact sports until lesions are cleared. Area should be covered while in school/childcare for the first 48 hours of treatment.

Strep Throat

Yes-May return after 24 hours of antibiotic treatment and no fever for 24 hours.

Vomiting

(2 or more episodes in the past 24 hours)

Yes-Until vomiting resolves for 24 hours or health care provider determines that the cause is not communicable.

Medications and Allergies

By law we can only give medication, apply special medical procedures, or give dietary substitutes/supplements with prior written permission from parents. All medications must be in their original container, stored according to instructions and clearly labeled for a named child. If it is prescription medication, it must have the pharmacy label indicating the physician's name, child's name, instructions, and name/strength of the medicine. Tot Spot staff will only give or apply any prescription or nonprescription medication according to the directions on the original container unless authorized by a written order of the child's physician.

The first dose of medicine cannot be given by center staff due to the possibility of reaction.

Generally, when a child is in need of medicine, s/he is too ill to come to school; however, if your child takes regularly prescribed medicine for seizure, diabetes, allergy control, or etc., s/he may participate in the Center's program with prior information to the staff.

If your child has an allergy to food or something in the environment, we will ask that you give us a list of these foods or substances (e.g. chocolate, eggs, nuts, rag weed, dust, etc.). If your child is acutely allergic to a specific substance (e.g. peanut butter, bee sting), please make us aware of it and provide us with the appropriate antidotes or epi-pen.

Illness

Deciding when to keep your child home from school/childcare can be difficult. When a child is sick and needs to stay home, it is important to contact Tot Spot and describe the illness and symptoms. If a medical provider makes a specific diagnosis, please let staff know!

If your child does not feel well enough to participate comfortably in usual activities, requires more care than staff is able to provide without effecting health/safety of other children, if the illness is on the list of symptoms/illness for which exclusion is recommended, then your child should be kept home and not attend Tot Spot until illness/symptoms are improved. If your child is absent due to illness for 3 or more consecutive days, a doctor's note is needed in order to receive **credit** for scheduled day (**no refunds can be given**).

During the course of the day's activities, teachers will take note of any change in the appearance or behavior of children. The Center will contact you about coming to pick up your child if any of these symptoms appear while s/he is in our care.

If your child contracts a contagious disease (mumps, measles, etc.), please contact us immediately, as we are required to notify the Health Department.

Generally, children play outside daily, except in inclement weather, so, if your child is not well enough to play outdoors (weather permitting),

s/he is probably not well enough to attend. If the group is going outside, all children will be required to do so.

Center health policies may differ from your child's pediatricians' opinion. **In all situations, Tot Spot's policy will override your child's doctor's recommendation. Group care conditions differ from individual care situations.**

Serious Accident or Injury

The procedure for a serious accident or injury of a child while at school is that the child receives immediate attention and the people on the emergency contact card will be called. The order of contact would be:

1. Parents
2. Designated friend on the Child's Emergency Card
3. Family Physician

If contact cannot be made with any of these people and/or it is necessary to use ambulance services, the Center will utilize the nearest hospital.

Safety Guidelines

Severe Weather Plan

If there is a tornado warning, which means a tornado has actually been sighted, we will take the children to an appropriate pre-designated place in the building. Tornado drills are carried out on a regular basis. These procedure are posted in the office.

Fire Plan

In the event of a fire, children will be evacuated outside as quickly as possible. Fire drills are carried out on a regular basis during the school year. Staff and children are always pre-informed of their responsibilities in the event of an emergency.

Lockdown/Shelter In Place

In the event of a lockdown or shelter in place, all exterior doors will be locked and the classrooms will follow our pre-designated safety procedures for these events. Lockdown drills are carried out on a regular basis.

Diagrams of the evacuation procedures are posted by the door in each room and emergency numbers are posted by the phone. Multiple fire drills, severe weather drills, and lockdown drills are done annually.

Discipline

In compliance with the Michigan Licensing Rules for childcare centers, our staff uses "positive methods of discipline", which encourage self-control, self-direction, self-esteem, and cooperation." This is most easily done when discipline is consistent and instructive, rather than punitive and directed toward to child's behavior and not toward his/her essential worth as a person. Please feel free to ask questions about our techniques.

Each staff member, just as each parent or teacher would, has set their own rules, which are appropriate for their particular children and physical location. Most discipline problems will be handled in a parent/teacher meeting/discussion.

Unfortunately, certain behaviors are unacceptable in any situation and must have a consequence. As determined by the director or staff member, any activity that endangers the safety of other children or results in destruction of school or personal property may result in disciplinary action. A progressive system of disciplinary actions are outlined as follows:

- 1st Offense: warning/meeting or call with parent
- 2nd Offense: suspension from the program for the

- 3rd Offense: following school day
suspension from the program for the
following 3-5 school days
- 4th Offense: suspension with probable exclusion from
the program, pending meeting with parent(s)
and director.

No time frame is mandated by this series of actions. If deemed appropriate, immediate exclusion from participation in the program may result from dangerous actions. Any suspended days are **NOT** refunded, nor transferred.

Tot Spot Child Care

Tot Spot Early Childhood Center upholds the standards of a nationally accredited center and is licensed to provide care for children 6 weeks to 6 years of age and attempts to accommodate several different types of scheduling needs. The center serves as a full day care for preschoolers whose parents are working. The highly trained staff incorporates preschool activities into the childcare schedule. The day includes social, emotional, physical, cognitive, and language development.

Location

Tot Spot is located in the Miller Intergenerational Learning Center at 850 Spencer Road.

Staff/Class

Tot Spot is under the direction of Brighton Community Education and is administered by a teacher. Each classroom has a lead teacher and one or more assistants. Most lead teachers possess an associates or bachelor's degree. Staff members regularly take classes and attend seminars to further their knowledge of early childhood. Lead staff

members are CPR and First-Aid certified annually. Class make up is usually 16-20 children.

Daily Hours/Calendar

Tot Spot is open year round from 7:00 A.M. until 6:00 P.M., Monday through Friday. We will not be open on snow days and snow days will not be credited. We are closed Good Friday, Memorial Day, Independence Day, Labor Day, The Day Before Thanksgiving, Thanksgiving and the day after, and up to two weeks between Christmas and New Year's, depending on when the holidays fall. We will be open during spring break, depending on the need of those attending.

Daily Schedule

Planning and scheduling are important to our program. They are basic to a smooth running day. The equipment and materials are arranged in creative arts, dramatic play, music, science, fine motor areas, and more. Staff plan daily activities that take place in each of these areas and children use material at their developmental level during free choice time.

Learning occurs formally and informally each day. Teaching is done more formally during group time and during small/one-on-one sessions, where a theme is targeted each week.

The following daily schedule is used for each age group. We do not follow an exact time schedule, but rather a schedule of events so that we will meet each child's needs.

Schedule

Children's arrival and greeting	sand/water play toys; music are-singing, records, dancing, and instruments
Free Choice Time - including: creative arts-painting, coloring,	

pasting, collage art; dramatic play-housekeeping, dress up, doll play, puppets, animals and themes; language arts-books, listening speaking, pre-reading, and writing activities, games; large muscle-climbing equipment, bean bags, balls, large hollow blocks, unit block; small manipulatives-puzzles, peg boards, construction toys, stringing, nesting, and

Clean Up Time

Large Group - discussion, story telling, singing/listening activities, and movement activities related to the week's curricular theme. Emphasis is on open-ended questions and encouraging language development.

Snack - provided by Tot Spot and posted weekly in each room.

Group Theme Time - concept development, language activities, games, art projects, music, and number lessons.

Large Muscle - outdoor and large motor room activities, obstacle courses, rolling, tumbling, climbing, jumping, walks, rhythm and movement experiences.

Regrouping - story reading, music, finger plays, guessing games

Lunch - lunches should include a protein, a fruit or vegetable, a grain, and a drink (water, milk, or fruit juice, please)

Selected Choice - selected quiet activities

Rest/Nap Time - time varies with different age groups.

Choice Time (see activities listed above)

Snack - menu provided

Regrouping

Large Muscle

Choice Time - see activities listed above.

Childcare/Preschool Combination Program

The program is structured with a variety of experiences for 3-5 year olds. The children participate in such activities as listening to stories, finger plays, puppet shows, painting, water play, scissors, paste, play dough, gross and fine motor play. While the children are taught the alphabet, numbers, shapes, and colors, these are not our main objectives. The objectives of the preschool are to:

- encourage the children to become self-directed, independent, and comfortable in a learning environment through practice and repetition;
- provide opportunities for the children to build social skills and a level of confidence in themselves, to function independently both within and outside the classroom;
- expose the children to a wide variety of experiences through "hands-on" activities, stories, songs, rhymes, field trips, guest speakers, and other enrichment experiences.

Curriculum

The curriculum will cover science, social studies, language arts, mathematics, art, and physical development. It is a general guideline and some younger children may not accomplish everything within the guideline, while older children may develop beyond the guidelines.

Fee Policy/Tuition Payment

A non-refundable registration fee will be charged upon registration. This fee is used for additional supplies and equipment for the center. It also helps to defray administrative and clerical registration costs. Children must start two weeks after they are registered unless previous arrangements have been made.

Fees will be collected the week before care is needed. The amount due will be determined by the number of days/half-days/before or after

times scheduled by the parent. **When a parent schedules and pays for a certain day, that time is reserved for his/her child, so there will be no reimbursement for days scheduled but not attended.**

Payments must not fall behind. If payments fall behind 2 or more weeks, your child may not return to the program until the balance is paid in full. A change in the fee schedule will be announced at least two weeks before the change goes into effect. Please let us know if there are any planned absences. Children must attend a pre-determined minimum number of days per week or the equivalent in billing. **The minimum fee is due every week that Brighton Area Schools has 3 or more days of school, regardless of whether your child attends or not.**

****** A late fee of \$25 per child per half hour will be assessed when your departure from the center with your child is after 6:00 P.M., causing staff to be paid over-time and room schedules to be altered. Repeated late pick-up, resulting in keeping the center open past 6:00 P.M. may result in exclusion from the program.

A \$10 late fee per child is also charged when schedules are not received by the end of the day Thursday of the preceding week of attendance.

Family Involvement

1. Visits

Parents are encouraged to visit the center whenever possible, but especially on special theme days, birthdays, etc. While advance notice would be appreciated, it is not required.

2. Family get-togethers are a wonderful way of meeting other parents who are involved in the program. These functions also give families an opportunity to meet with the Tot Spot staff on a less formal basis.

3. Conferences

A scheduled conference is a good time for parents and teacher's to discuss the child's progress, present their concerns and satisfactions, and develop a plan to follow at home and school that will stimulate further growth. Conferences are usually held in the spring.

4. Communication Board

The communication board is a valuable means of communication for Tot Spot staff and parents; please check it *daily*. Curriculum information and important messages will be posted there. These wipe-off parent boards are located outside each room with specific information regarding the room's daily activities.

Clothing

Children should wear washable play clothes to school. Tot Spot will supply smocks for painting and water play. We ask that you bring an extra set of play clothes, which can stay at the center during the year; underpants, socks, t-shirts/sweatshirt, and pants/shorts. All clothes need to be marked with the child's name.

During the winter months, children's boots should also be labeled since it is impossible to prevent mix-ups. Boots should not be worn all day. We do take children outside in the winter, providing the temperature is above 10 degrees Fahrenheit and not raining. Children generally enjoy being outdoors and seem to have fewer colds and respiratory ailments when they are frequently exposed to cold weather. Please bring

adequate cold weather clothing for your child. During the summer months, please provide a bathing suit, towel, and appropriate sunscreen labeled with your child's name.

Toys

The children may bring a small stuffed animal for use at rest time, but they must remain in the children's baskets until that time. For rest time, children will need a small blanket or sheet and/or small crib-type pillow for their comfort. As with everything else, these should be clearly labeled with your child's name and items must be laundered weekly. We strongly discourage miscellaneous toys from home, and will not be held responsible for lost or stolen items.

Snacks and Lunch

An important part of your child's day is snack time/lunch time, not only because children like to eat, but also because nutrition affects mental functioning and physical well-being. Children feel better when they eat nutritious food! They are also developing good nutritional habits and attitudes toward eating with your/our help during these early years. We try to expose children to a variety of foods. We do some cooking and snack preparation with the children, including foods from other cultures. We feel it is a good learning experience. Snacks are planned in terms of nutritional value and may consist of fresh fruit, vegetables, crackers, cheese, etc. Children also receive milk or water with snack. Your tuition covers the cost of snacks.

We all want to be sure that our children will have a good lunch and that there will be enough of it. You know how much your child is likely to eat, so do not feel that you need to add extras. We offer the children two healthy snack each day, one in the morning and one in the afternoon.

Lunches should include a protein, a fruit or vegetable, a grain, and a drink (milk, fruit juice, or water, please). Please limit sugar-filled food items to very small amounts. No child needs more than one dessert.

Birthdays are special to all children! We do not share gifts, but we do attempt to make the day special. If you wish to bring a birthday treat for the occasion, you are welcome to do so. Check with staff a few days before.

Tot Spot Preschool Enrichment

The preschool Enrichment Program is a developmental preschool for children of parents who are able to drop off and pick up their children at a specific time. Children are given an opportunity to interact socially with children their own age and to grow in independence and confidence.

Program

The program is structured with a variety of experiences for 3 - 5 year olds. The children participate in such activities as listening to stories, finger plays, puppet shows, painting, water play, scissors, play dough, and large/small motor play. While the children are exposed to the alphabet, numbers, shapes, and colors, these are not our main objectives. The objectives of the Preschool are to:

- Encourage children to become self-directed, independent, and comfortable in a learning environment through practice and repetition;
- Provide opportunities for the children to build social skills and a level of confidence in themselves, to function independently both within and outside the classroom;

- Expose the children to a wide variety of experiences through "hands-on" activities, stories, songs, rhymes, field trips, guest speakers, and other enrichment experiences.

Curriculum

The curriculum will cover science, social studies, language arts, mathematics, art, and physical development. It is a general guideline and some younger children may not accomplish everything within the guidelines, while older children may develop beyond the guidelines.

Location

The Preschool Enrichment Program is located in the Miller Intergenerational Learning Center at 850 Spencer Road.

Staff/Class

The Preschool Enrichment Program is under the direction of Brighton Community Education. It is supervised by the Tot Spot Supervisor. The Class is taught by a degreed teacher and assisted by a qualified aide. There are 14-16 children per class (about 7:1 ratio of child to teacher)

Hours/Calendar

The Preschool Enrichment meets for two, three, four, or five 3 hour sessions per week for 4 and 5 year olds; and two or three 3 hour session per week for 3 year olds. The program will run approximately 35 weeks. We will be closed some of the same (but not all) days as Brighton Area Schools, and also on "Snow days".

Enrollment

Children must be 3 by October 1st or 4 years old by December 1st to be enrolled and must be completely toilet trained.

Fees

Children must be pre-registered for the program and are accepted according to availability. Payment is due by the 1st of every month, beginning in September and continuing through May. Payments received after the 1st of the month will incur a \$10 late fee. Registration is be paid in the Tot Spot Office at the Miller Intergenerational Learning Center. There is also a field trip fee. Monthly tuition payments can be paid on-line or in the Tot Spot Office.

A \$25 late fee will be assessed for picking up your child after the first 5 minutes of class dismissal.

Snack

A light snack will be served each day.

Snacks are planned in terms of nutritional value and may consist of fresh fruit, vegetables, crackers, cheese, etc., children also receive milk or water with snack. Your tuition covers the cost of snacks.

Birthdays are special to all children! We do not share gifts, but we do attempt to make the day special. If you wish to bring a birthday treat for the occasion, you are welcome to do so. Check with staff a few days before.

Tot Spot Infant/Toddler Care

Tot Spot Childcare is licensed to provide care for infants and toddlers 6 weeks to 30 months of age and attempts to accommodate several different types of scheduling needs.

Location

Tot Spot Infant/Toddler is in the Miller Intergenerational Learning Center at 850 Spencer Road, Brighton, Michigan.

Staff/Class

Tot Spot Infant/Toddler classes have one lead teacher and at least two/three assistants. There are 12 children per class.

Daily Hours/Calendar

Tot Spot is available year round from 7:00 A.M. until 6:00 P.M., excluding national holidays and Christmas break. Spring break care is dependent on demand.

Daily Schedule

Infants: eating and sleeping is on-demand, based on the individual needs of each child.

Toddlers: each classroom has its own specific schedule, each of those schedules have some common features:

- Snacks
- Lunch
- Rest-time

All of the schedules incorporate alternating quiet/active time as well as provided outdoor time. A daily schedule is posted in each classroom.

Fee Policy/Tuition Payment

A non-refundable registration fee will be charged upon the initial registration. This registration fee is used for additional supplies and equipment for the center. It also helps to defray administrative and clericals costs.

Please ask us for a fee schedule. Fees will be collected a week in advance. Fees will be determined by the number of days scheduled by

the parent. When a parent schedules and pays for a certain day, that time is reserved for his/her child, so there will be no reimbursement for days scheduled but not attended.

Payments must not fall behind. **If payments fall behind 2 or more weeks, your child may not return to the program until the balance is paid in full.** A change in the fee schedule will be announced at least two weeks before the change goes into effect. Please let us know if there are any planned absences, giving us as much time as possible to rearrange staffing. Ten hours is the preferred maximum time a child may be left at the center in a day. Children must attend a pre-determined minimum number of days per week or the equivalent in billing.

****** A late fee of \$25 per child per half hour will be assessed when your departure from the center with your child is after 6:00 P.M., causing staff to be paid overtime and room schedules to be altered. Repeated late pick-up, resulting in keeping the center open past 6:00 P.M. may result in exclusion from the program.

Clothing/Supplies

- The parent must supply disposable diapers.
- All formula and food must be provided (in the original container) by the parent for infants twelve months or younger.
- Label all items with your child's first name and the first letter of the last name. This includes clothes, diaper bags, diapers, pacifier, etc.
- Closed toe shoes must be provided for mobile infants/toddlers to go outside and play.
- Do not bring valuable or sentimental items to the classroom.
- Several changes of clothes (including a cap) must be provided for when the children's clothes become soiled and/or the weather

changes. In order to maintain a healthy environment for the staff and children, soiled clothes will not be cleaned at the center.

State Licensing/Infant Program Guidelines

- Until a child is twelve months old and able to eat table food, the parent must bring in food and formula, and review and update the feeding instructions with the classroom teacher every thirty days.
- Young infants starting a new food for the first time, must try the food at home for at least three days before we can introduce that food at the center.
- Formula is to be pre-made in bottles by the parents and labeled with the child's first name and the first letter of the last name. All parts of the bottle need to be labeled including caps.
- Breast milk should be labeled in the same manner with the date the milk was pumped and the number of ounces must appear on the container as well.
- Infants must never walk around with or sleep in their crib with a bottle.
- All infants not yet able to turn over on their own must be placed in a face-up sleeping position, unless the child's parent presents written documentation from a health care professional stating that a different sleeping position is allowed or will not harm the infant.
- Any parent using the diaper changing tables at Tot Spot must follow the state licensing procedures for proper sanitization.
- Infant's fingernails and toenails need to be trimmed at all times.
- The center provides a daily written report to the child's parent when the child is picked up from the classroom.
- Mobile infants have daily opportunities for outdoor play as weather permits.

Snacks and Lunch

An important part of your child's day is snack time/lunch time, not only because children like to eat, but also because nutrition affects mental

functioning and physical well-being. Children feel better when they eat nutritious food! They are also developing good nutritious habits and attitudes toward eating with your/our help during these early years. We try to expose children to a variety of foods. We do some cooking and snack preparation with the children because we feel it is a learning experience.

Snacks are planned in terms of nutritional value and may consist of fresh fruit, vegetables, crackers, cheese, etc. Children also receive milk or water with snack. Your tuition covers the cost of snacks.

We all want to be sure that our children will have a good lunch and that there will be enough of it. You know how much your child is likely to eat, so don't feel that you need to add extras. We offer the children two healthy snacks each day, one in the morning and one in the afternoon.

Lunches should include a protein, a fruit or vegetable, a grain, and a drink (milk, fruit juice, or water, please). Please limit sugar-filled food items to very small amounts. No child needs more than one dessert.

Birthdays are special to all children! We do not share gifts, but we do attempt to make the day special. If you wish to bring a birthday treat for the occasion, you are welcome to do so. Check with a staff a few days before.

Friendship Centers/Bullpup Club

Welcome to Brighton's School Age Child Care Program. We hope to meet the needs of working parents and provide a high quality program for school age children. We hope to make your day a little easier, knowing your child is in a warm, safe, and supervised environment before and after school.

Location

The Friendship Centers are located in each Brighton Elementary School and Maltby Middle School.

Staff/Class

The Friendship Centers are staffed by at least two or three adults; one supervisor and one or two assistants. There are usually about 35 children per session.

Calendar/Daily Schedule

Friendship Center Programs are open 7:00-9:00 A.M. and 3:30-6:00 P.M. Monday through Friday. We will also provide care for children on days when school is *scheduled to be released early or school is closed for conference/in-services*. We will not be open on snow days or most holidays, but we will be open on most "no school" days. We do not credit back for snow days.

These hours were established to conform to state regulations. The program needs to close at 6:00 P.M.; therefore children need to be picked up *no later than 6:00 P.M.*

We will provide a daily schedule which allows a quiet period for homework, a craft, an outdoor time (when possible), a nutritious snack, and games for free time. Occasionally, special events are planned, walks taken, or movies shown.

Fees

Fees are determined by the number of *sessions scheduled* by the parent. Children must be scheduled the minimum number of sessions required per week. To allow us to properly schedule staff and supplies, scheduling must be completed by the Thursday before care is needed. When a parent schedules and pays for a certain day, that time is

reserved for his/her child. *Therefore, there will be no refunds for days scheduled, but not attended.* This is also true in the case of suspension for disciplinary reasons.

*A late fee of \$10 per child is charged when schedules are not received by the end of the day, Thursday of the preceding week of attendance.

** A late fee of \$25 per child per half hour will be assessed when your departure from the center with your child is after 6:00 P.M., causing staff to be paid overtime and room scheduled to be altered. repeated late pick-up, resulting in keeping the center open past 6:00 P.M. may result in exclusion from the program.

Discipline

In compliance with the Michigan Licensing Rules for childcare centers our staff uses "positive methods of discipline which encourage self-control, self-direction, self-esteem, and cooperation." This is most easily done when discipline is consistent and instructive, rather than punitive and directed toward the child's behavior and not toward his/her essential worth as a person. Please feel free to ask questions about our techniques.

Each staff member, just as each parent or teacher would, has set their own rules, which are appropriate for their particular children and physical location. Most discipline problems will be handled in parent/teacher conferences.

1st Offense: warning/conference or call to parent

2nd Offense: suspension from the program for the following school day

3rd Offense: suspension from the program for the following 305 school days

4th Offense: suspension with probable exclusion from the program pending conference with parent and supervisor.

No time frame is mandated by this series of actions. If deemed appropriate, immediate exclusion from participation in the program may result from dangerous actions. Suspended days will **not** be refunded nor transferred.

Summer Friendship Center

Hours of Operation 7:00 A.M.-6:00 P.M.

The Summer Friendship Center is childcare for school-aged children who have completed Junior Kindergarten through fourth grades.

Staff

Summer Friendship Center operates under the supervision of head caregivers as well as assistant caregivers. The staff to student ratio is approximately one to ten.

Program

A typical day at Summer Friendship Center would include indoor and outdoor games, crafts, and two snacks. The children go swimming, go on field trips, and enjoy special entertainment weekly. A complete schedule of summer activities is available upon registration.

Since we schedule buses and purchase tickets in advance for field trips, it is imperative the children are pre-scheduled and pre-paid. Entertainers will often bring supplies for specific numbers of children. Therefore, advance scheduling is required or we cannot guarantee participation in field trips and activities.

Enrollment/Other Registration

Any child who attends Brighton Schools and has completed kindergarten through fourth grade is eligible. Registration is initially open to current attendees. Enrollment is according to space availability. Registration is in the spring at any Friendships Centers as well as the Tot Spot Office. A summer program fee is charged at registration and included in this are field trips, entertainer fees, the registration fees, and bus fees. Classrooms will go on walking field trips throughout the summer, which will be an additional fee. There is no drop-in care available. Parents must always be aware of field trip times when scheduling.

Summer Bullpup Club

Hours of Operation 7:00 A.M.-6:00 P.M.

Bullpup Club us preteen care for school age children who are 10, 11, and 12 years of age. Any child who attends Brighton Schools and is 10 years of age on or before August 1st of the current year and does not turn 13 prior to the start of the summer program is eligible.

Staff

Bullpup Club operates under the supervision of head caregivers as well as assistant caregivers. The staff to student ratio is approximately one to ten.

Program

A typical day at the Bullpup Club would include indoor and outdoor games, crafts, and two snacks. The children go swimming, on field trips, and enjoy special entertainment weekly. A complete schedule of planned activities is available upon registration.

Since we schedule buses and purchase tickets in advance for field trips, it is imperative the children are prescheduled and prepaid, or we cannot guarantee participation in field trips and activities. Often entertainers bring supplies for specific numbers of children.

Enrollment/Registration

Any child who attends Brighton Schools and had completed grade 5th/6th is eligible. Registration initially open to current attendees. Enrollment is according to space availability. Registration is in the spring for the Friendship Centers/Bullpup Club at the Tot Spot Office. A summer program fee is charged at registration and includes field trips, entertainers, the registration, and bus fees. There is no drop-on care available. Parents must always be aware of field trips times when scheduling.

It is the policy of Tot Spot and Brighton Area Schools that no person on the basis of race, color, religion, national origin or ancestry, age, sex, marital status, or handicap shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination in any program or activity to which it is responsible. This policy will prevail in all matters concerning staff, students, educational programs and services, and persons with whom the board does business. These policies and the grievance procedures may be found in each district media center. Inquiries concerning the application of, or grievance procedures for Titles VI, VII, and IX of the Civil Rights Act of 1964 as amended or Section 504 should be addressed to Assistant Superintendent for Human Resources, Brighton Area Schools, 125 South Church Street, Brighton, Michigan, 48116-2403 or call 810.299.4090.

