

Parent Handbook

NECS Childcare



1901 Oak Avenue ~ New Era, MI 49446 ~ 231-861-5450 ~ newerachristian.org



On behalf of our staff here at New Era Christian School Childcare, we would like to extend a thank you for allowing us the privilege to be a part of your child's growth! Whether this is their first childcare experience or not, we are excited to get to know your child and to grow with them.

We are committed to creating a positive experience for your family. As your child walks through our doors each day, they will be exposed to multi-sensory activities, learning opportunities, outdoor play, peer interactions, and a bit of truth from the Bible each day. Our goal is to nurture each child to the best of our ability and ensure that each child feels the love of Jesus every single day.

With all of that, we request open communication. As we all know, it takes a village - and we are so blessed to have the opportunity to be a part of your families' village. As we embark on this new journey together, we ask that you communicate openly, with an open mind as we do our best each day to show up for every student in our care. Everything we do here, is with the best interest of each student and our goal here is to nurture exactly who God has created them to be.

Our prayer is that each child would feel a sense of belonging in our classrooms. We pray that they will feel safe in our care and begin to form friendships that will grow with them. We thank God for this wonderful space to be able to offer services to your family.

We are excited to get to know each person that walks through our doors and we hope to see relationships blossom between students, families, and staff alike.

Hannah Johnsen

NECSC Director

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Christian Goals

Our children are given the opportunity to develop a personal relationship with God. The children will be taught stories from the Bible about God's plan for His people and about the miracles He performed. We celebrate how much God loves us and how uniquely and wonderfully He made us.

Academic Goals and Philosophy

Our academic goal for each child is to achieve excellence and success through the development of his or her self-esteem, beginning with a multi-sensory literacy program and a positive learning environment. We will challenge each child to his or her highest potential in all subject areas.

We believe in a play-based program in which children are encouraged to be thinkers and to make individual decisions. Our learning environment supports purposeful play and outdoor education.

Admission and Withdrawal Policies

Admission Policy - Parents may enroll their child in our childcare programs by calling the school office and requesting information, a tour and meeting with the principal or center director. An enrollment packet that includes all necessary forms that need to be filled out will be given to parents. Parents may also enroll their child in childcare at the New Era Christian School Webpage.

Withdrawal Policy - In the event that a child needs to leave New Era Christian School's childcare program, parents should notify the center director as soon as possible. We will do our best to work with each family through the process of withdrawal.

Hours & Childcare Closures

Monday - Friday 7:00am - 5:30pm

NECS Childcare will be closed at no charge to your family for the following:

- *Thanksgiving Break
- *Christmas Break
- *Good Friday
- *Spring Break
- *One week in the summer for cleaning

Included in your enrollment packet is a color coded calendar for these dates specifically. Please note that we will be following the school calendar for these dates so they are subject to change each year.

Pricing

Age Group	Full-Time Weekly Rate
Infants/Toddlers (Birth - 3 years)	\$235.00
3 Years Old	\$235.00
Before/After School (School age)	\$5.50/hour
Full-Time Summer Care (school age)	\$200.00
Preschool	Yearly Tuition
2 half days (3 year old Pre-k)	1,300.00
3 full days (4 year old Pre-k)	\$3,200.00

*For our weekly rates, families are responsible for paying the full weekly rate whether your child is in attendance or not. This includes infant - 3 year old, before and after school childcare, and full time summer care. This is a crucial part of our policy as we have to be able to pay staff to be here even if your child is not.

Attendance

All students enrolled in childcare at NECS are required to pay the amount agreed upon within their signed contract. Per licensing, we have a very specific staff to child ratio to follow each day. With that being said, **your weekly amount will remain the same if you choose to keep your child home for any reason** as we are responsible for paying staff whether your child is here or not. The closure dates listed above, will be at no charge to your family. These dates will follow the NECS school year calendar and are subject to change slightly each year. You will receive a school year calendar each year in your enrollment packet.

The dates and times that you have agreed upon with NECS in your contract are the dates and times that your child will be offered childcare. **If you are late to pick up your child, you will be charged \$1.00 per minute that you are late.** This charge will be reflected in the following billing cycle. Please make sure to communicate with your child's caregiver and the center director if you are running late for any reason. If you need adjustments made to your contract, please reach out to the center director to see about the possibility.

Payment & Billing

Once successfully enrolled in childcare at New Era Christian School, you will be billed accordingly (per your contract) each week and will be responsible for paying each bill no later than 5:30pm every Friday. If you are behind on a bill, a reminder will go out and NECS reserves the right to refuse services until the bill is paid in full. If your bill is unpaid for two weeks, your child(ren) will be subject to termination of services, effective immediately. At this point, your contract will be considered unfulfilled and will be void from that date, moving forward.

Required Documentation

* All documentation must be completed and turned in by the first day of attendance. Your child will not be able to start until all documentation is on file.

1. Birth Certificates
2. Health Appraisal Form
3. Child Information Card
4. Immunization Records

Licensing Notices

Licensing Notebook - The licensing notebook contains a summary sheet, all licensing inspections and special investigation reports, and related corrective action plans for the last 5 years. The licensing notebook is available to parents/guardians online at anytime. We do not keep a physical copy on site. Reports from at least the past three years are available at www.michigan.gov/michildcare.

Recall List - Every couple of months, the state releases a new recall list, which lays out all of the items that may be used in classrooms or homes that have been recalled. The recall list can be found at [Michigan Child Care Matters](#)

Licensing Rulebook - The State of Michigan provides each licensed center with a rulebook. There is a copy of the rulebook on site in the office of the center director. You can also find an electronic copy at [R 400.8101 to 400.8840](#)

Child Behavior/Discipline Policy

Children will be taught, and held accountable for age appropriate behavior. This approach is designed to promote the development of self-directed, self-controlled, and socially acceptable behavior. This is accomplished through sensitivity, consistency, firmness, fairness, and follow-through.

The following behaviors will be corrected in the classroom:

1. Disrupting the program and student learning.
2. Endangering the health and safety of children and/or staff.

3. Continuous refusal to follow acceptable rules.
4. The use of filthy language.
5. Leaving the classroom without permission.
6. Theft or damage to school or private property.

Corrections will be followed through in the following ways:

1. Encourage positive behavior by continuous reinforcement
2. Alternative behavior will be discussed with the child
3. If behavior continues, parents will be notified by phone or at dismissal.
4. If the problem is not resolved, the teacher will consult the center director and principal to consider the possibility of removing the child from the program.

Health Care

Plan For Notifying Parents of an Illness, Accident, Injury, or Incident

Illness:

- The teacher will watch for signs of illness while the child is in childcare such as fever, sore throat, pink eye, diarrhea, and abnormal behaviors that would suggest illness.
- The teacher will text or call the parents regarding how their child is feeling and acting.
- The child will be taken to the office to wait for the parent(s) to come and pick up the child from childcare.
- Items and facilities used by an ill child or adult shall not be used by any other person until washed, rinsed, and sanitized.
- If the center becomes aware that a staff member, volunteer, or child in care has contracted a communicable disease, then the center shall notify parents of the following: the name of the communicable disease and the symptoms of the disease.
- A child who has a fever may not return to the center until the child has been fever free for 24 hours without medication.
- A child who has had a cold, cough, or stomach bug may return to the center when the illness is no longer contagious. With a cold or cough, parents will make sure the child is able to function normally and the cold or cough does not hinder the child from performing the activities of the day. With a stomach bug, parents will make sure the child is eating and drinking normally before returning to the center.
- If a child is not acting like themselves it is best to err on the side of caution and keep them home.
- All staff members will abide by these guidelines.

*Exclusion Policy: Children that have a fever or develop contagious symptoms will be removed from the classroom to the office until a parent can come get them. Children will be excluded from returning until a doctor says they may return (for contagious illnesses) or until their symptoms disappear.

Staff and volunteers will abide by the same exclusion policy

Accident/Injury:

- The staff is trained and certified in First Aid and CPR.
- If a child sustains an injury, the appropriate first aid will be administered immediately.
- A parent will be notified by phone call, or in person with information about the accident or injury.
- If it is determined that a physician's care is needed, the parents will be notified and the emergency contact information will be followed.
- If emergency contacts are not available, the child will be taken either by ambulance or a staff vehicle to the nearest hospital for treatment depending on the severity of the incident.

***NECS is not responsible for the payment of medical fees for expenses incurred. It is the parent's responsibility.**

Incident:

- In the event of an incident at the center the parents will be notified by text, phone call, or in person about what happened.
- An incident would be classified as a problem with another child in the room, a child lost or left unsupervised, an incident involving an allegation of inappropriate contact, a death of a child in care, a fire, an evacuation of the center.
- A center shall make a verbal report to MiLEAP within 24 hours of notification by a parent that a child received medical treatment or was hospitalized for an injury, accident or medical condition that occurred while the child was in care.
- A center shall submit a written report to MiLEAP of the occurrences.
- A center shall keep a copy of the report on file.

*Written procedures for fire, tornado, active intruders, and bomb threats are posted in the classroom.

Sanitizing:

Children, helpers, and teachers are required to wash their hands after every use of the restroom and before serving anything food related. Handwashing is also required before and after eating any meal. Hand washing should be done after blowing a child's nose and after the use of rubber gloves in an accident.

Tables are to be washed before and after all meals and snacks.

Toys that have been contaminated with bodily fluids will be washed immediately.

*Notice of pest management will be given to parents prior to treatment.

Medication:

- Medication may not be given without written permission from a parent. The parent must complete a medication form in order for the school to dispense any medication.
- Medication will be administered by a trained staff member and recorded on a medication log
- Medication must be ordered by a doctor and must be kept in the pharmacy-labeled container. The meds must be kept in the office.

- The medication will be returned to the parent or destroyed when it expires or is no longer needed.

Food Policy

-NECS does not currently participate in a food service program. Parents are responsible for providing meals for children. Each classroom will have an individual schedule that will offer a time for breakfast, a.m. snack, lunch, and p.m. snack.

-Infants/toddlers will need food depending upon their age. If your child requires bottles, parents are responsible for sending prepared bottles and the center will warm them with a bottle warmer. Please be sure all bottles and sippy cups are labeled with your child's first and last name and the date each day.

-If your child requires baby food, parents will be responsible for providing enough for each day. You may send food by the week or month if that works best for you and your child's teacher.

- Breakfast and lunch should be provided in a lunchbox, labeled with your child's first and last name. Please also send an ice pack in the lunchbox as we do not have fridge storage for the day for every student's lunchbox.

- Snacks may be packed in individual baggies inside the lunchbox as well. If it works best for you and your child's teacher, you may also send snack by the week instead of daily.

-Please also make sure to send a water bottle with your child every day, labeled with their first and last name on it.

**If you fail to provide food for your child, you will receive a phone call to bring food to the center or to pick your child up.*

Volunteer Policy

Parents are always welcome in our room. Please check with the teacher first so a date and time can be set up that works for both parties.

Here are some activities in which help is welcomed: sitting with the children on the rug during circle time, helping with art projects, playing at centers, reading to children, helping with snack and cleanup, getting the children ready to go outside, and getting backpacks packed. If you have a hobby, talent, collection, or occupation that you would like to share with our students, please let me know. We are interested in everything.

**All volunteers in our classroom are either supervised and have been run through the Sex Offender Registry, or have a background check and fingerprinting required by the State of Michigan on file in the classroom and are trained in all of the appropriate fields required by the State of Michigan.*

Student Information

You will need to provide the following items:

1. A backpack or diaper bag

2. An extra set of clothes in case of an accident
3. Appropriate outdoor clothing
4. Inside and outside shoes, everyday. Inside shoes may stay at school.
(Rubber rain boots are great for outdoor play.)
5. Water bottle - Labeled with first and last name
6. Breakfast, Lunch & Snacks- Lunchbox should be labeled with first and last name
7. Diapers and wet wipes - teachers will notify you when your child is running low

Transportation Information

Students will be brought to school by parents/caregivers. If a child will be riding the school bus, the parent must request and complete paperwork from the office.

Your child will not be released to anybody that is not listed on the emergency information card that you filled out in your enrollment packet. If you need to make adjustments, please reach out to the office and make arrangements to change that information.

Daily Schedule

Each classroom will create an individual schedule that works best for them and their age group. Your child's teacher will be responsible for providing parents with a daily schedule at the start of your child's time in their classroom. If for some reason you do not receive one, you may kindly request a copy from your child's teacher.

**Please refrain as much as possible from picking up and dropping off your child during a scheduled rest time. If you have to pick up early or drop off late, we ask that you do your best to arrange a time that would not disrupt the sleep of other children in the classroom.*