

# Parent Handbook

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*Specializing in infants, toddlers, and preschoolers*

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## Welcome to Everlasting Word Early Childcare Center

Welcome to the Everlasting Word Early Childcare family! We are thrilled to have you and your child join our loving community. This parent handbook has been thoughtfully prepared to provide you with all the essential information you need to familiarize yourself with our daycare policies, procedures, and philosophy.

At EWECC, our primary goal is to provide a safe, nurturing, and stimulating environment where your child can learn, grow, and flourish. We believe that early childhood is a precious time for exploration and discovery, and we are committed to creating an enriching experience that promotes hands-on learning with developmentally appropriate activities and materials. Our program follows the HighScope preschool curriculum which fosters child creativity and independence.

Within these pages, you will find detailed information about our enrollment process, daily schedules, curriculum, health and

safety protocols, parent responsibilities, communication channels, and much more. It is designed to serve as a valuable resource throughout your child's time with us, helping you navigate and understand the various aspects of our program.

We value open and transparent communication, and we encourage you to reach out to us with any questions, concerns, or feedback you may have. We firmly believe that a strong partnership between parents and caregivers is essential for your child's well-being and growth.

Thank you for entrusting us with the privilege of caring for your child. We look forward to embarking on this wonderful journey together and creating cherished memories.

Warm regards,  
Melissa Pierscinski, Director  
Everlasting Word Early Childcare Center

# Mission and Goals

At Everlasting Word Early Childcare Center, our mission is to provide a safe, nurturing, and engaging environment where children can learn, grow, and thrive. We are committed to promoting development by fostering each child's social, emotional, cognitive, and physical well-being.

## 1 Foster a Safe and Nurturing Environment

Our primary goal is to create a secure and nurturing environment where children feel safe, supported, and loved, promoting their overall well-being and sense of belonging.

## 2 Provide Developmentally Appropriate Experiences

We aim to provide a comprehensive approach to development by fostering the growth of each child's social, emotional, cognitive, and physical abilities through carefully designed activities and curriculum.

## 3 Encourage Curiosity and Lifelong Learning

Our goal is to instill a love for learning and promote curiosity in children by offering a stimulating environment that encourages exploration, problem-solving, and critical thinking skills.

## 4 Establish Strong Partnerships

We strive to build meaningful partnerships with parents, ensuring open lines of communication, active involvement, and collaboration in their child's education and development.

## 5 Provide Quality Care and Education

Our daycare center is dedicated to maintaining high standards of care and education, constantly evaluating and improving our practices to ensure that every child receives the best possible experience and preparation for future academic endeavors.



# Philosophy

The philosophy of Everlasting Word Early Childcare Center is rooted in the belief that each child is a unique individual with their own talents, interests, and capabilities. We embrace a child-centered approach, placing the child at the heart of our educational practices. We strive to create a supportive and inclusive environment where children feel valued, respected, and empowered to explore, learn, and express themselves authentically.

Our philosophy emphasizes the importance of play as a fundamental component of early childhood development. We believe that play is a child's natural way of learning, and we provide ample opportunities for children to engage in imaginative play, problem-solving, and hands-on exploration. Through play, children develop social skills, creativity, critical thinking abilities, and a strong foundation for future learning.

At EWECC, we also value meaningful partnerships between parents and caregivers. We believe that by working together, we can create an enriching and supportive environment that nurtures each child's growth, builds their self-esteem, and prepares them for future educational experiences.

## Licensing Information

Everlasting Word Early Childcare Center is a public program voluntarily licensed by the Michigan Department of Human Services. The center keeps a licensing notebook containing a summary sheet, all licensing inspections and special investigations, and related corrective action plans for the last 5 years. The licensing notebook is available to parents/guardians during regular business hours. Reports from at least the past three years are available at [www.michigan.gov/michildcare](http://www.michigan.gov/michildcare). EWECC strives to maintain and uphold the rules and regulations set forth by the state of Michigan.

## Non-Discrimination Policy

At Everlasting Word Early Childcare Center, we are committed to fostering an inclusive and diverse environment that celebrates the uniqueness of every individual. We firmly believe in providing equal opportunities and maintaining a non-discriminatory atmosphere for children, families, and staff members. Discrimination based on race, color, ethnicity, religion, gender identity, sexual orientation, national origin, disability, or any other protected characteristic will not be tolerated within our daycare center.

We strive to create an environment that promotes respect, understanding, and acceptance. We are dedicated to ensuring that all children have access to our programs and services, regardless of their backgrounds or personal characteristics. We actively work to challenge biases, stereotypes, and prejudices, fostering an atmosphere of inclusion where every child feels valued and supported.

We do this by offering a variety of diversity trainings to our staff annually and providing multicultural materials in our center including but not limited to books, dolls, play foods, pictures, and music. These materials represent different ages, abilities, genders, and ethnicities. We also provide families with a Cultural Questionnaire upon enrollment so teachers can familiarize themselves with the students entering their classrooms. We invite families to share aspects of their culture with the children and staff at EWECC. Our commitment to non-discrimination extends to our hiring practices as well, ensuring that all staff members are selected based on their qualifications, experience, and dedication to upholding our inclusive values.



## Operating Details

### Hours of Operation






MONDAY	7:00am - 5:30pm
TUESDAY	7:00am - 5:30pm
WEDNESDAY	7:00am - 5:30pm
THURSDAY	7:00am - 5:30pm
FRIDAY	7:00am - 5:30pm
SATURDAY	Closed
SUNDAY	Closed

\*If dropping off past 10am, parent/guardian must notify provider.

\*Late pick-up fees will be added for consistent late pick-ups. Fees are as follows: \$1.00/min. until 5:35pm. After 5:35, it is \$5.00/min.

\*If child is not picked up by 6:00, the police department will be called.

### Contact Information

-  (586) 443-5760
-  (586) 443-5260
-  [everlastingwordchildcare@gmail.com](mailto:everlastingwordchildcare@gmail.com)
-  [www.everlastingwordearlychildcare.com](http://www.everlastingwordearlychildcare.com)
-  [www.facebook.com/EverlastingWordEarlyChildcareCenter](https://www.facebook.com/EverlastingWordEarlyChildcareCenter)



# Required Documents

As part of our enrollment process, we require the following documents and forms to ensure that we have the necessary information to provide the best possible care for each child.

## ☐ Child Information Record

The child information record is a crucial document that provides us with more detailed information about the child, including personal details, emergency contacts, preferred start date, and any specific requirements or preferences.

## ☐ Health Appraisal and Immunization Records

These forms include details about the child's medical history, allergies, any ongoing medical conditions, immunization records, and medication administration instructions.

## ☐ Written Information packet & Licensing Notebook Notification

These forms ensure that, per licensing regulations, you have received the parent handbook and have been notified of our center's licensing notebook.

## ☐ Permission Forms

Permission forms for field trips, transportation, and media releases.

## ☐ Childcare Services Contract

The services contract outlines the fees for services, payment schedule, payment methods, and any other applicable fees.

## ☐ Handbook Acknowledgement

Upon enrollment, parents are required to review and sign an acknowledgment of receipt of the parent handbook. This ensures that parents are familiar with our policies, procedures, and guidelines.



## Holidays + Closures

Everlasting Word Early Childcare Center will be closed for the following major statutory holidays:

New Year's Day  
Memorial Day  
Independence Day  
Labor Day  
Thanksgiving  
Day after Thanksgiving  
Christmas (1 week, not billed)

Full tuition is still expected for the weeks that these holidays fall on, except for the week of Christmas.

Everlasting Word Early Childcare Center will try to remain open on public school designated “snow days.” We may open late if necessary to ensure the safety of our staff and students.

On the rare occasion that our center may be forced to close due to a situation beyond our control (e.g., ice storm, electrical outage, no water service,) tuition will still be expected.



# Tuition and Fees

Fees for care at Everlasting Word Early Childcare Center are as follows:

Age Group	Full Time	Part Time	Daily Rate
Infant (6 weeks- 18 months)	\$250.00	n/a	n/a
Toddlers (18-30 months)	\$250.00	n/a	n/a
Preschoolers (30 months-6 years)	\$180.00	n/a	n/a
Application Fee	\$65.00		
Potty Fee	\$50.00		

- The \$65 registration fee is nonrefundable.
- Before admission, parents/guardians are responsible for a one-week advance payment, and payment for the starting week of care.
- Any child over 30 months who is not potty trained will be billed for a weekly \$50 potty fee. This fee is removed once the child has been accident free for two consecutive weeks while toileting independently under EWECC care.
- Childcare fees listed above include daily breakfast.
- Bills automatically generate on the ChildPilot app on Thursday for the following week and are due on Monday.
- Types of payment accepted include check, money order, cash, or payment through the ChildPilot app.
- There are no fee adjustments for absences.

\*EWECC reserves the right to change the childcare fee, payment schedule, or other fees upon thirty days' written notice.

\*The full fixed rate listed above is due regardless of absences, including sick days and personal days, except for the week off during Christmas for which you will not be charged.

\*There is a \$35 processing fee for returned checks.

## Late Payment Fees

At Everlasting Word Early Childcare Center, we emphasize the importance of timely and consistent payments to ensure the continued provision of high-quality care and educational experiences for all children. We kindly urge parents to make every effort to avoid late payments to prevent any inconvenience or additional charges. A late fee of \$40 will be assessed if payment is not made in full by the end of the day on Monday. Your child's place in the program will not be held if payment is not made, and may be given to another family during this time.

Should you encounter any challenges or foresee potential delays in making payments, we urge you to communicate with the director promptly. We are committed to working with families to find suitable solutions and support your child's continued participation in our daycare center. Your cooperation and adherence to our payment schedule are vital in maintaining a nurturing and enriching environment for all children, and we appreciate your understanding of the significance of timely payments in sustaining the quality of our services.

## Adjustments

We understand that families may occasionally require billing adjustments when their child transitions out of a classroom, or reaches a milestone that requires the removal of a fee. In such cases, we are committed to providing fair and transparent fee adjustments to accommodate your needs. Furthermore, if you notice a discrepancy in your child's bill, please don't hesitate to kindly reach out to the director for assistance. All payments and fees are auto-generated, but sometimes the system malfunctions and adjustments can be made. Thank you for your understanding.

## Daily Schedule

7:00-8:30	Arrival and Greeting
8:30-9:00	Breakfast/Bathroom/Handwashing
9:00-9:30	Circle Time/Morning Song/Story Time
9:30-10:00	Small Group Time/Activities/Art/Music
10:00-11:00	Outside Time/Gross Motor Activities
11:00-11:30	Bathroom/Handwashing/Lunch
11:30-12:00	Music and Movement Time
12:00-12:15	Bathroom
12:15-3:00	Nap/Rest/Quiet Activity Time
3:00-3:15	Bathroom
3:15-3:45	Snack Time
3:35-4:00	Recall Time
4:00-4:30	Choice Time
4:30-5:00	Bathroom/Gym
5:00-5:30	Dismissal

Please note that this schedule is just a sample and may vary depending on the age group and specific activities offered at Everlasting Word Early Childcare Center. We aim to provide a well-balanced day that incorporates play, learning, outdoor time, rest, and social interactions.



## Authorized Persons

We strictly adhere to our pickup and drop-off policy to ensure the security of each child in our care. Only persons authorized by the child's parent or guardian are permitted to pick up or drop off the child. To maintain this level of security, we require parents or guardians to provide us with a list of authorized individuals who have permission to pick up their child.

To add a new designated person to the child's list of authorized individuals, either add them onto your ChildPilot account as an authorized pickup person, or contact the director and ask them to do so. Once the new designated person is approved and added to the child's list of authorized individuals, they will be eligible to pick up the child with proof of identity in the form of a license or state ID card.

## Nap/Quiet Time

We recognize the significance of rest and rejuvenation during a child's busy day of play and learning. We incorporate a dedicated nap or quiet time into our daily schedule to provide children with the opportunity to recharge and unwind. During this period, younger children will have the option to take a peaceful nap in a comfortable and supervised environment, while older children will be encouraged to engage in quiet, relaxing activities such as reading, drawing, or listening to soothing music. We understand that each child's sleep needs may vary, and we strive to accommodate individual preferences and routines. Our caregivers create a calm and tranquil atmosphere, ensuring that children feel secure and content during nap or quiet time. This essential aspect of our daily routine supports the overall well-being of our children, promoting optimal cognitive and emotional development throughout their time at Everlasting Word Early Childcare Center.

## Clothing

At Everlasting Word Early Childcare Center, we encourage parents to dress their children comfortably and appropriately for a day filled with play, learning, and exploration. We recommend choosing clothing that allows for ease of movement and is suitable for both indoor and outdoor activities. As children often engage in messy and hands-on play, we kindly request parents to dress them in clothes that can withstand a bit of dirt or spills. Additionally, we strongly advise providing an extra change of clothing for your child, including underwear and socks, to be kept in their designated cubby or bag. This ensures that we can promptly address any accidents or spills that may occur during the day, allowing your child to feel comfortable and confident throughout their time at EWECC. Please remember to label all clothing items with your child's name to avoid mix-ups and facilitate a smooth transition during dressing times. By working together to dress our children in suitable attire and providing an extra set of clothing, we can create a positive and enjoyable experience for each child, free from unnecessary interruptions or discomfort.



## Absences

Everlasting Word Early Childcare Center always strives to assure the highest quality of staff, equipment, and supplies. In order to properly do this, we cannot offer tuition reductions for absences due to short term illness or other reasons. Please notify the center no later than your regular drop off time if you plan to keep your child home for any reason. You will still be responsible for payment if you choose to keep your child home for any reason.

## Appointments & Early Pick-ups

Please notify staff when dropping off your child if they will be picked up early for an appointment or any other reason. We appreciate your assistance in making the daily routine flow as smoothly as possible for the staff and children.

## Termination + Withdrawal

We understand that circumstances may change, and families may need to withdraw their child from our daycare center. In the event that you wish to withdraw your child from our program, notice must be submitted in writing via email or a physical letter, clearly stating the child's name, last day of attendance, and the reason for withdrawal (optional). Parents are required to provide a minimum notice period of two weeks before withdrawing their child from the daycare center. This allows us to make necessary arrangements and inform our staff and other families about the impending change. Please note that parents are responsible for settling any outstanding payments or fees owed to the daycare center before the child's last day.

The director at Everlasting Word Early Childcare Center reserves the right to suspend or terminate enrollment of a child at his/her 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 parent agreement.
- Child that has specific needs that we cannot adequately meet.
- Physical and/or verbal abuse of staff or children by parent or child.





## Toys

We request that parents refrain from allowing their child to bring personal toys or belongings from home, except for comfort items such as a small blanket or stuffed animal for naptime. Our aim is to promote fair and equal play among the children, as well as to prevent potential disputes or loss of personal belongings. Our daycare center is well-equipped with a diverse range of developmentally-appropriate toys, games, and learning materials to engage and entertain the children throughout the day. By adhering to this policy, we encourage social interaction. We aim to foster a sense of belonging within our close-knit community at Everlasting Word Early Childcare Center.

## Media

We prioritize promoting active engagement, creativity, and hands-on learning experiences over passive media consumption. Therefore, children at our daycare center will have limited exposure to screens and digital media. Instead, we offer a diverse range of developmentally-appropriate activities and materials that stimulate imagination, curiosity, and critical thinking. Our program incorporates a variety of educational materials, books, arts and crafts, music, and outdoor play to foster hands-on learning experiences. Occasionally, we may include interactive videos, recorded music, or other digital components that compliment our curriculum and educational goals.



## Health + Safety

We maintain a comprehensive health and safety policy to ensure a secure and nurturing environment for everyone at our daycare center. Our facilities are routinely inspected, and we adhere to all Michigan licensing regulations related to health and safety in childcare settings. Our staff members undergo rigorous training in first aid, CPR, and emergency procedures, and we maintain up-to-date health records for all children and staff. We have implemented thorough sanitation and hygiene practices, including regular handwashing, sanitizing of toys and surfaces, and maintaining a clean and hygienic environment. Additionally, we closely monitor and promptly address any health concerns or illness to prevent the spread of communicable diseases. Our aim is to create a safe and healthy space where children can thrive, explore, and learn, while parents can have peace of mind knowing their child's well-being is our top priority.

We encourage a culture of open communication with parents and caregivers to stay informed about any health issues or concerns. We kindly request parents to keep their child at home if they show signs of illness or have a contagious condition to prevent the spread of infections. Our health policy includes guidelines for handling medication administration if required, and we work closely with parents to ensure that all medical needs are addressed appropriately. In the event of an emergency, we have established clear procedures for immediate action, and our staff is well-prepared to respond promptly and effectively. Please review our Health & Safety policies closely and feel free to let us know about any questions or concerns you may have.

# Absence Due to Illness

To maintain a safe and healthy environment, we have a comprehensive policy regarding absences due to illness. If your child is feeling unwell or exhibiting any of the following symptoms, we kindly request that they stay home to rest and recover. Likewise, our staff is trained to recognize the common signs of communicable diseases and other illnesses through First Aid training, and all children will be isolated and discharged to his/her parent or guardian with any of the following symptoms:

- **Fever:** A temperature of 100.4° or higher indicates a fever, and the child should remain at home until they are fever-free for at least 24 hours without the use of fever-reducing medications.
- **Vomiting or Diarrhea:** If your child has vomited or had diarrhea within the last 24 hours, they should stay home to prevent the spread of infection.
- **Contagious Illness:** Children with contagious illnesses, such as chickenpox, strep throat, conjunctivitis (pink eye), or any other infectious condition, should remain at home until they are no longer contagious, as advised by their healthcare provider. Doctor's note needed to return.
- **Severe Cough or Difficulty Breathing:** Persistent or severe coughing, difficulty breathing, or signs of respiratory distress require immediate attention, and the child should stay home until symptoms improve.
- **Rash or Skin Infections:** If your child has a rash with an unknown cause or a suspected skin infection, they should stay home until the rash is evaluated and treated by a healthcare provider. Doctor's note needed to return.
- **Sore Throat:** A severe or persistent sore throat, especially with fever or swollen glands, should prompt the child to stay home and seek medical evaluation. Doctor's note needed to return.
- **Lethargy or Extreme Fatigue:** If your child is unusually tired or lethargic, keeping them home to rest is essential for their recovery.
- **Head Lice or Other Parasitic Infestation:** Child must be cleared by doctor to return.

Staff will not work in any capacity with children if they have symptoms of communicable disease unless they have been cleared by a physician.

Parents will be notified of any communicable disease that is present in the center.

To report an absence due to illness, please contact our administrative office by phone, email, or ChildPilot. Upon your child's return to the daycare center, we may request a note from their healthcare provider, clearing them to return to the facility if they have been diagnosed with a contagious illness. Your cooperation in adhering to our absence due to illness policy is crucial in maintaining a healthy and supportive environment for everyone at Everlasting Word Early Childcare Center.

# Illness While in Care

In the event that a child becomes ill while at the daycare center, we have established protocols to promptly address the situation with utmost care and attention. If a child exhibits symptoms of illness, such as fever, vomiting, diarrhea, severe cough, or any other contagious signs, our experienced caregivers will take immediate action to ensure the child's well-being and prevent the spread of infection.

## Isolation/Separation Protocols

If a child shows symptoms of illness while at the daycare center, we will immediately separate them from other children to minimize the risk of transmission. The child will be placed in a designated isolation area under the supervision of a caregiver until their parent or guardian can pick them up. Throughout this period, our staff will provide compassionate care and comfort to the child, closely monitoring their condition.

## Communication With Parent/Caregiver

As soon as symptoms are observed, we will notify the child's parent or guardian promptly. We kindly request that parents keep their contact information up to date to ensure efficient communication during such situations. It is essential that parents or authorized emergency contacts are reachable and able to arrange for the child's prompt pickup from the daycare center.

## First Aid

Our caregivers are well-trained in basic first aid and are prepared to respond effectively to various health situations. In case of minor injuries or non-emergency illnesses, our staff will administer appropriate first aid and provide necessary care until parents arrive. For more severe or emergent health concerns, we will activate our emergency response plan and contact emergency medical services immediately.





# Medications

Some children may require medication to manage specific health conditions while in our care. We follow strict procedures to ensure the safe and responsible administration of medications. Our policy includes:

## Authorization and Documentation

Before any medication can be administered at the daycare center, we require written authorization from the child's parent or legal guardian. This authorization must include specific details such as the child's name, the name of the medication, dosage, frequency, and any additional instructions provided by the healthcare provider. Additionally, the authorization form should outline any potential side effects or adverse reactions that our staff should be aware of during medication administration.

## Safety Storage + Handling

All medications brought to the daycare center must be properly labeled with the child's name, the name of the medication, and the dosage. Medications should be provided in the original container from the pharmacy or manufacturer that includes label and instructions. Our staff will store medications in a secure and designated location, inaccessible to children, to ensure the safety and integrity of the medications.

## Communication With Families

We believe in open communication with parents regarding their child's health needs. Our caregivers will maintain a detailed medication log, recording each instance of medication administration, including the date, time, and dosage given. Parents will receive regular updates on their child's medication schedule and any relevant observations

## Emergency Situation Procedures

In the event of an emergency, our staff is trained to administer emergency medication (e.g., epinephrine auto-injectors for severe allergic reactions) to a child with a known medical condition, as specified in the child's medical authorization form. Parents will be informed immediately of any emergency medication administration.

## Emergency Preparedness

At Everlasting Word Early Childcare Center, we take every precaution to ensure the safety of our children and staff. Our comprehensive emergency preparedness and evacuation procedures are designed to handle various scenarios and to provide a secure environment where children can thrive. We continuously review and update these procedures to maintain the highest level of readiness and responsiveness

### Fire Drills

Our daycare center conducts regular fire drills to familiarize children and staff with emergency evacuation procedures. Our caregivers will calmly guide the children through the evacuation process, ensuring that everyone knows the designated evacuation routes and meeting points. We have strategically placed fire extinguishers and emergency exits throughout our facilities, and these areas are kept clear at all times.

### Evacuations

In the event of an evacuation due to a fire or natural disaster, Everlasting Word Early Childcare Center will relocate to a location identified by the authorities. Parents will be notified as soon as possible to pick their children up from this location.

### Emergency Supplies

Our daycare center is equipped with essential emergency supplies, including first aid kits, emergency communication devices, and emergency food and water provisions. These supplies are regularly checked and maintained to ensure their readiness in case of an emergency.

### Staff Emergency Training

Our staff members undergo regular training in emergency response procedures, including first aid, CPR, and basic life support. Each caregiver is familiar with their specific role during an emergency, ensuring a coordinated and effective response. Additionally, we have designated staff members who are responsible for contacting emergency services and communicating with parents during critical situations.

# Allergy Management

Everlasting Word Early Childcare Center is an "allergy-aware" facility, meaning that we recognize the importance of allergy management and take proactive measures to prevent allergic reactions for all children in our care. In the event that a child in our care requires stringent practices to prevent an allergic reaction, we are prepared to accommodate their needs.

## Information and Communication

Prior to enrollment, we request parents to inform us of any known allergies or dietary restrictions their child may have. This information is carefully documented and shared with our caregiving staff, ensuring that everyone is aware of specific allergy concerns. We encourage parents to provide written details about the child's allergies, including the specific allergens, symptoms, and emergency response procedures.

## Prevention Measures

To minimize the risk of allergen exposure, we maintain a strict no-sharing food policy at EWECC. Our caregivers closely monitor snack times and meal preparation to prevent cross-contamination. We also ensure that all staff members are trained in recognizing allergy symptoms and administering emergency medication, such as epinephrine auto-injectors, in case of severe allergic reactions.

## Food From Home and Snack Sharing

To ensure the safety of all children, we kindly request that parents do not bring food from home to share with others (except in cases of birthdays or celebrations). If you wish to send snacks or meals from home for your child, please ensure they are free from any allergens that could pose a risk to other children. We appreciate your cooperation in adhering to this guideline, as it allows us to maintain a safe and allergen-aware environment for all children.



# Cleaning and Hygiene

Maintaining a clean and hygienic environment is essential to ensure the health and well-being of our children, staff, and visitors. We adhere to rigorous cleaning and hygiene practices to create a safe and nurturing space for everyone in our care.

## Cleaning and Disinfection

Our daycare center follows a thorough cleaning schedule to ensure that all areas are regularly sanitized and disinfected. Our caregivers clean and disinfect high-touch surfaces, toys, equipment, and frequently used areas multiple times throughout the day. Restrooms, changing areas, and dining spaces are also cleaned and sanitized frequently to maintain optimal hygiene standards. All rooms are also professionally cleaned once a week.

## Handwashing Guidelines

Handwashing is a critical practice in preventing the spread of germs and illnesses. Our caregivers promote and supervise regular handwashing for all children, staff, and visitors. We encourage children to wash their hands before and after meals, after using the restroom, and after playing outdoors. Our staff leads by example and follows proper handwashing procedures to instill good hygiene habits in the children.

## Personal Hygiene Expectations

Our staff members are expected to adhere to strict personal hygiene standards. They must wear clean and appropriate attire and maintain good personal grooming habits. Caregivers are required to wash their hands frequently and use personal protective equipment (PPE) as needed when handling bodily fluids or engaging in cleaning and disinfection activities.

## Safe Food Handling

Our daycare center follows safe food handling and preparation practices to prevent foodborne illnesses. Our caregivers are trained in proper food handling techniques, ensuring that meals and snacks are prepared and served in a safe and sanitary manner.

At Everlasting Word Early Childcare Center, we take pride in upholding high standards of cleanliness and hygiene. By maintaining a clean and safe environment, we aim to promote the health and well-being of our children and provide a positive and comfortable space for learning and growth. If you have any questions or concerns about our cleaning and hygiene practices, please do not hesitate to reach out to our administrative team.



## Nutrition and Mealtimes

Our meal and snack policies are rooted in promoting healthy nutrition and fostering a positive mealtime experience for all children in our care. We adhere to a thoughtfully planned meal and snack schedule, providing balanced and nourishing options throughout the day. We maintain a nut-free and allergy-aware environment to prioritize the safety and well-being of all children. Additionally, we encourage parents to pack healthy snacks and lunches for their children, with guidelines to ensure that all packed items align with our nutrition standards. Our dedicated staff actively engages with the children during mealtimes, modeling healthy eating habits and creating a positive atmosphere that encourages exploration of new foods. We aim to create lifelong habits of healthy eating, while also fostering a love of exploring new foods!

Breakfast is provided for all toddlers and preschoolers. Lunch and snack will need to be sent with each child.

Parents of infants will need to supply bottles and baby food.

We fully support breastfeeding mothers and will provide a private place for pumping or feeding if necessary.

## Snack and Meal Schedule

Breakfast is served at 8:30am, and lunch is served at 11:00am. Snack time is at 3:15pm. Water is always available to the children.

## Packing Snacks and Meals

We encourage parents to provide nutritious and well-balanced snacks and meals for their children to enjoy during their time at the daycare center. When packing snacks and lunches, we kindly request that parents consider the following guidelines:

### **Include a Variety of Food Groups**

We encourage parents to include a mix of fruits, vegetables, whole grains, proteins, and dairy or dairy alternatives in their child's snacks and lunches. This ensures that children receive a wide range of nutrients to support their growth and development, and will support our ongoing conversations and education about healthy eating habits.

### **Nut-Free and Allergy Aware**

To maintain a safe environment for all children, we have a strict nut-free policy. We kindly ask parents to avoid packing any nut products in their child's snacks or lunches. Additionally, we request that parents be mindful of any known allergies within the daycare center and avoid sending foods that may trigger allergic reactions in others.

### **Water for Drinking**

To keep children well-hydrated, we encourage parents to pack water or plain milk instead of sugary drinks or fruit juices. Water is the best choice to quench thirst and support healthy hydration.

## Healthy Eating Habits

### **Positive Mealtime Environment**

Mealtime is not only about nourishing the body but also about fostering positive social interactions and developing healthy eating habits. We promote the importance of sitting together as a community, sharing meals, and appreciating the variety of foods available. By creating a positive mealtime environment, we aim to make mealtimes a delightful and enriching experience for every child.

### **Social Interaction**

Mealtimes are not only about nourishment but also about building social connections and fostering a sense of community. Our caregivers facilitate conversation and interaction among the children during meals, encouraging them to share stories, thoughts, and experiences with one another. Through shared meals, children learn the value of listening to others, taking turns speaking, and showing empathy and support to their peers.



## Behavior Management

We prioritize a positive approach to behavior guidance, focusing on nurturing children's social and emotional development while fostering a respectful and supportive environment. Our positive behavior guidance techniques are designed to promote desirable behaviors and help children develop valuable life skills. We believe in understanding the root causes of behaviors and guiding children towards making positive choices. Our caregivers and staff actively engage with children, utilizing various techniques to encourage positive behaviors. Some of our positive behavior guidance techniques include:

### Clear and Consistent Expectations

We establish clear and age-appropriate expectations for behavior, ensuring that children understand what is expected of them. Our caregivers communicate these expectations in a positive and encouraging manner, helping children recognize the importance of respectful and considerate actions towards others.

### Encouraging Kindness and Empathy

We actively promote kindness and empathy among children. Our caregivers encourage acts of kindness, such as sharing, comforting, and helping others. Through daily interactions and activities, we foster an environment where children learn to understand and respect the feelings and perspectives of their peers.

### Respecting Boundaries and Personal Space

We teach children the importance of respecting personal boundaries and personal space. Our caregivers model appropriate physical interactions and encourage children to ask for permission before touching or hugging others. By teaching these boundaries, we create an environment where children feel safe and respected.

### Teaching Conflict Resolution Skills

Conflict is a natural part of social interactions, and we see it as an opportunity for learning. Our caregivers model effective conflict resolution techniques and encourage children to communicate their feelings and needs. We guide them in finding constructive ways to resolve conflicts and collaborate in finding solutions that respect the needs and feelings of all involved parties.

### Learning How to Be a Friend

We promote the value of sharing and taking turns in our daily activities. Through games, group activities, and sharing materials, we teach children the importance of being patient and considerate towards others' needs and desires.

## Discipline Policy

Our discipline policy is rooted in promoting a positive and respectful environment while guiding children towards making responsible choices. Our approach to discipline is developmentally appropriate, taking into consideration each child's age, individual needs, and understanding of consequences. The following are the key components of our discipline policy:

### Developmentally Appropriate Discipline

We recognize that discipline techniques should align with each child's developmental stage and ability to comprehend consequences. Our caregivers employ discipline strategies that are gentle, nurturing, and age-appropriate, taking into account a child's cognitive and emotional development.

### Time Outs

In certain situations, a brief and supervised time-out may be employed to allow a child to calm down and reflect on their actions. Time-outs are utilized sparingly and in a supportive manner, focusing on providing a space for self-regulation rather than punishment.

## **Redirection and Alternatives**

Our caregivers use redirection techniques to guide children towards more appropriate behaviors. When a child engages in challenging behavior, we gently redirect their attention to a more suitable activity or behavior, encouraging positive choices.

## **Involving Children in Problem Solving**

We believe in empowering children to participate in problem-solving discussions. In situations where challenging behaviors arise, we engage children in age-appropriate discussions, encouraging them to express their feelings and find solutions together. This collaborative approach fosters a sense of ownership and accountability in children for their actions.

Our ultimate goal with discipline is to help children develop self-control, empathy, and decision-making skills, leading to a positive sense of self and respectful behavior towards others. We value open communication with parents or guardians, and our caregivers work closely with families to maintain consistency in behavior expectations and discipline strategies between home and the daycare center.

# **Challenging Behaviors**

Our approach to addressing challenging behaviors is rooted in empathy, understanding, and proactive measures to support each child's individual needs. We follow a systematic and compassionate process to address and manage challenging behaviors, ensuring the well-being and success of every child. The steps taken for challenging behaviors are as follows:

## **Understanding Underlying Causes of Challenging Behaviors**

Our caregivers closely observe and assess children's behaviors to identify any underlying factors that may contribute to challenging behaviors. These factors may include frustration, emotional stress, communication difficulties, or changes in routine or environment. By understanding the root causes, we can develop targeted strategies to address these challenges effectively.





## **Consulting With Parents**

Effective communication with parents or guardians is crucial in understanding a child's behavior. We collaborate with families to share observations and gather insights into a child's behavior patterns, routines, and any significant changes in their home environment. This partnership enables us to develop a comprehensive and tailored approach to support the child.

## **Collaboration With Professionals**

In cases where challenging behaviors persist, or when specific needs arise, we may provide resources so that parents can consult a specialized professional. Working together with experts can help to develop individualized behavior support plans that target the specific needs of the child, incorporating evidence-based strategies to foster positive change.

## **Implementing Guidance Techniques**

Our caregivers remain consistent in applying positive behavior guidance techniques to redirect challenging behaviors and promote positive alternatives. By reinforcing desired behaviors and providing children with constructive choices, we help them build valuable self-regulation and problem-solving skills.

## **Recognizing and Celebrating Positive Behavior Changes**

When children demonstrate progress in managing challenging behaviors, we celebrate their successes. Positive reinforcement and recognition encourage children to continue making positive choices, boosting their self-esteem and sense of accomplishment.



# Biting

We recognize that biting is a common behavior that may occur during a child's development. We understand the importance of addressing biting incidents with sensitivity and implementing strategies to prevent and manage this behavior effectively. Our biting policy aims to create a safe and supportive environment for all children, promoting their social and emotional growth. The following are the key components of our biting policy:

## **Understanding the Root Causes of Biting Behaviors**

We view biting as a form of communication, especially among young children who may not yet have developed robust verbal skills. Our caregivers closely observe biting incidents to identify the underlying reasons, which may include frustration, teething, overstimulation, or difficulty sharing. By understanding the root causes, we can respond appropriately and supportively to address biting behaviors.

## **Supervision and Prevention**

Our caregivers maintain close supervision of all children to prevent and minimize biting incidents. We create age-appropriate play areas and structured activities that reduce the likelihood of conflicts arising. Our staff intervenes promptly to redirect children to more positive and cooperative interactions when potential biting situations arise.

## **Caring and Supportive Responses**

In the event of a biting incident, our caregivers respond with empathy and understanding for both the biter and the bitten. We tend to the immediate needs of the child who was bitten, providing comfort and care. For the child who bit, we offer guidance and teach alternative ways to express emotions and communicate needs.

## **Communication With Families**

We maintain open and transparent communication with the parents or guardians of both the biter and the bitten. When a biting incident occurs, we promptly inform parents, detailing the circumstances and any follow-up actions taken. Additionally, we collaborate with parents to discuss strategies that can be implemented at home to address the biting behavior effectively.

## **Behavior Support Plans**

For children who demonstrate recurrent biting behaviors, we may collaborate with parents or guardians to develop individualized behavior support plans. These plans address the specific needs of the child, incorporating positive behavior guidance techniques and strategies to address the biting behavior effectively.



## Communication

At Everlasting Word Early Childcare Center, we prioritize clear and effective communication between parents and teachers to ensure the best possible care and support for each child. We understand that open lines of communication are essential in building a strong partnership between parents and our caregivers. We offer various methods of communication to keep parents informed and engaged in their child's daily experiences. The following are the primary methods we employ to facilitate communication:

### Daily Communication

We use the ChildPilot application to update parents of the happenings at our center. For infants, every feeding, diaper change, nap, etc., is documented throughout the day. For older children, activities, lessons and pictures are uploaded daily for each child.

We maintain open lines of communication through ChildPilot as well, providing parents with a convenient means of reaching out to teachers or the administrative staff. Parents can use ChildPilot to share any concerns, inquiries, or important information about their child. Our dedicated staff responds promptly to messages to address any questions or concerns received.

### Family Meetings

Conferences may be scheduled to foster face-to-face discussions about a child's progress, development, and any concerns. These meetings offer an opportunity for parents to actively participate in their child's educational journey and gain valuable insights into their child's growth and achievements.

# Parent Responsibilities

At Everlasting Word Early Childcare Center, we believe that a strong partnership between parents and the daycare center is essential for the well-being and growth of each child. By adhering to the outlined parent responsibilities, we can work together to create a nurturing and enriching environment for all children in our care.

## Attendance

Parents are responsible for ensuring their child's regular attendance at the daycare center. If a child will be absent, parents should notify the center in advance to help with planning.

## Be On Time

Parents are expected to drop off and pick up their child at the agreed-upon times. This includes checking the child in and out on the ChildPilot app.

If unforeseen circumstances arise, parents should communicate with the center to make appropriate arrangements.

## Communication

Parents are encouraged to maintain open communication with teachers and staff. Sharing important information about a child's well-being, changes in routine, or relevant events at home is crucial to provide comprehensive care.

## Provide Supplies

Parents are responsible for keeping an adequate supply of their child's things at daycare. This includes diapers, wipes, formula, snacks, extra clothing, bedding, comfort items, and anything else the child may need while at daycare.

## Update Forms

Parents are expected to update their child's registration forms whenever necessary. Please make sure we have accurate contact numbers, pickup lists, allergies or health information, and other important information.

## Tuition Payments

Parents are responsible for making timely payments for their child's tuition and any additional fees as outlined in the enrollment agreement. Late payments are subject to fees and additional charges.



## Confidentiality and Abuse Policies

Our policies and procedures are designed to ensure the protection of personal information and the well-being of every child in our care. We understand the gravity of our duty to report child abuse and the importance of adhering to data protection measures. Our staff is trained to handle sensitive information responsibly and to act promptly and appropriately when concerns arise. We value the trust placed in us by parents and are dedicated to upholding the highest standards of confidentiality and privacy at all times.

### Confidentiality

All staff members are required to handle any information related to children and families with the utmost care and discretion. Confidential information should only be accessed by authorized personnel on a need-to-know basis. Personal information should not be disclosed or shared with unauthorized individuals or entities. We obtain written consent from parents or guardians before sharing any child-related information outside of the daycare center, except as required by law or for the child's safety and well-being. Parents have the right to specify their preferences regarding the sharing of their child's photos, activities, or artwork on public platforms, and we respect these choices. All staff members are bound by this confidentiality policy and are required to sign agreements to acknowledge their responsibility in safeguarding information.



## Duty to Report

In cases where there are concerns for a child's safety or well-being, confidentiality may be waived to ensure the child's best interests. Our duty to report child abuse policy outlines the steps and responsibilities of our staff when they suspect or become aware of any signs of child abuse or neglect. The following are the key aspects of our duty to report child abuse policy:

### Recognizing Signs of Abuse

We provide comprehensive training to all staff members to help them recognize the physical, emotional, behavioral, or environmental signs that may indicate child abuse or neglect. Staff members are encouraged to be vigilant and attentive to any changes or patterns in a child's behavior that may raise concerns.

### Reporting Procedures

If a staff member has reasonable cause to believe that a child is experiencing abuse or neglect, they are required to report it immediately to the designated child protection authority or the local child welfare agency. Staff members who make a report in good faith are protected by law from retaliation or adverse consequences. We maintain the confidentiality of staff members who report suspected child abuse or neglect, and their identity is not disclosed without their consent, except as required by law.

### Collaboration with Authorities and Families

We cooperate fully with child protection authorities, law enforcement, and other relevant agencies in any investigations related to child abuse or neglect. While reporting is a legal obligation, we also recognize the importance of open and transparent communication with parents or guardians.