

M & M Extra-Care

A Before &
After School Program
Provided by
M & M Daycare, Inc.

Business Office:

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PARENT HANDBOOK

Program Goals

M & M Extra Care strives to enable parents who work the opportunity to choose these National Heritage Academies as their school. Consistency, dependability, organization, structure, cleanliness and efficient communication all help to provide a professional attitude within the business structure. Education of caregivers, certifications, seminars, publications and active membership in industry organizations are all keys to offering high quality in the child care industry.

By always putting the child's value first, while respecting the parents' styles and philosophies, these will aid in keeping a strong and long-lasting parent/provider relationship.

Admission Requirements and Enrollment Procedures

Prior to enrollment the parents must provide the following:

Paid non-refundable registration fee and completed registration form.

Completed child information record

Childcare contract

Signed Forms: 1) Health Statement, 2) Playground Statement and 3) Notebook Notification Statement

Two weeks' notice is required if the child is to be permanently removed from this program.

Two weeks fee will be accepted in lieu of two weeks' notice, and, in fact, will be due with notice of plans to discontinue enrollment.

M & M Daycare reserves the right to discontinue childcare services to any child without notice if: i) the child(ren)'s continued participation in the program creates a direct threat to the safety of the child, other children or day care staff; or ii) if payment of child care or other fees is not made when due; or iii) if Parent(s) engage in inappropriate parent conduct.

Fees and Payment Plans

Registration Fee – A non-refundable, \$30 registration fee is required, for the first child per family, prior to each school year. Siblings pay \$15 registration fee.

Please refer to the current year **Rate Chart** to determine your weekly fees.

Contracted Weekly Schedule – means you select a certain schedule that you stick to for your child to attend care. The benefits of a contracted schedule are that a place is saved for your child, and you realize a discounted rate.

Drop-in Clients pay a slightly higher daily rate than Contracted Daily or Weekly Clients. Payment for drop-in care is due when service is rendered. Openings for drop-in care are on a space-available basis and cannot be guaranteed.

Half-days of School: A Flat Rate for ½ days of school will be \$10 per child, in addition to regular fees. The flat rate for **full-day** care on in-service days will be \$15, in addition to regular fees. Payment for extra care is due when service is rendered.

Late Pickup: \$5.00 per fifteen minutes, or any part thereof, for late pick-ups. Fee will be charged and must be paid with the next week's regular payment.

Fees are due in advance and payable no later than **Monday** of each week. A \$5.00 fee will be assessed if your account is not paid in full by Wednesday and your child may not be accepted until your fee is paid, except under special circumstances prearranged and agreed to by the director.

Fees for additional care and drop-in care, which will be provided on a space-available basis, are due when services are rendered.

Schedule Change: There is a **\$10** fee every time a parent needs to modify their schedule. A schedule change may occur if a child needs to be withdrawn for a week for a family vacation. Other examples of schedule change would be from before and aftercare to just before care, or from M-F care to MWF care. Parents **MAY NOT** change a schedule simply to avoid paying for a paid holiday.

Checks will be accepted. If, however, the bank returns two checks, your fee will be accepted in cash only. You will be responsible for a \$20 returned check charge.

Schedule/Hours of Operation

The Extra Care program will operate Monday through Friday from 6:30-8:15 AM and from 3:00-6:00 PM.

Extra Care is open on all days that school is in session. If there is no school because of holidays and winter or spring breaks, there will be no Extra Care.

Regularly Scheduled Clients pay the same weekly rate, regardless of the school schedule, except the three full weeks of winter and spring break. *This policy allows us to give staff paid vacation days - something everyone appreciates for a job well done.*

If the school is closed due to situations beyond their control (for example: snow, ice, flood, electrical/heat difficulties, etc.) there will be no Care, however, you will still be charged for the day.

You will be charged for all days that you agree to have your child attend care. If your child does not attend due to extended illness or family emergency, you may submit a schedule change form with a \$10 schedule change fee.

Daily Schedule

6:30 AM	Arrival; open-ended activities, group games and optional homework
7:00 AM	Light Breakfast - Provided by M & M
8:00 AM	Before-School Student Dismissal
3:00 PM	Staff arrives, receives students upon dismissal
3:15 PM	Free Play / Outside play
3:45 PM	Bathroom Break, Wash Hands, Snack Time
4:00 PM	Mandatory Homework Time (those without homework may quietly read or do provided activity sheets).
4:45 PM	Group Games and Activities/ Art Projects/ Clubs
5:15 PM	Choice (open-ended) Activities
6:00 PM	M & M Extra Care closes for the day

Meals and Snacks

Simple Breakfast for before-school students and PM snacks for all after-school children are served each day at no additional charge.

Lunch is not provided; children should bring their own on the half-days of school or in-service days.

Discipline Policy

A well-organized, well-supervised and stimulating atmosphere will be provided that should minimize any need for discipline. If a discipline problem should arise involving your child, we will discuss the problem and work out a solution together.

Corporal punishment of any type will not be used.

Privileges may be removed when certain expected behaviors are not followed.

Extended behavior challenges – please refer to our discipline rubric, posted on the parent board.

Health Policies and Procedures

Symptoms Requiring Removal of a Child from the Child Care Setting:

Fever - at or greater than 101 degrees

Vomiting

Body rash with fever.

Eye discharge – thick mucus or pus draining from the eye, or pink eye.

Yellowish skin or eyes.

Head lice or other communicable illness/disease.

First Aid Procedures

A complete first aid kit, ice packs, and emergency numbers will be kept on the premises. Parents will be notified of all accidents and a record of injuries that require first aid will be kept on each child.

Medical Emergencies (unconsciousness, severe bleeding, etc.)

Immediate first aid will be given. An ambulance will be called and the recommendations of the paramedics followed. Parents will be notified as soon as possible. Parents are responsible for any expenses incurred as a result of emergency room care, ambulance, etc.

Medication Management

Medication, including prescription drugs, over-the-counter drugs, or individual special medical procedures, will be given or applied only with prior written permission from Parent. Prescription medication shall have the pharmacy label indicating the physician's name, child's name, instructions, and name and strength of the medication and shall be given in accordance with those instructions. M & M Daycare will not honor any instruction that contradicts the instructions given by the physician (for prescription drugs) or stated on the label (for over-the-counter drugs).

M & M Daycare or caregiver will maintain a record as to the time and amount of any medication given or applied.

The medication shall be in the original container, stored according to the instructions, and clearly labeled for the specific child. The M & M Daycare/caregiver will keep the medication out of the reach of children, and will return the medication to Parent or destroy it when no longer needed.

Child Release Policy

As a condition of providing child care services, Parent must supply the names of at least two individuals to whom M & M Daycare may release the child in the event of an emergency.

Parent or Guardian MUST come in to the room and sign child out daily on sign-out chart. Students may not dismiss him/herself from the school or playground.

M & M Daycare will not release the child to any individual whose name is not on the list.

If an individual is unknown to M & M Daycare, the individual will be required to show positive identification in the form of a valid Michigan Driver's License, before the child will be released.

Parents must be aware that employees of M & M Daycare are not properly trained to make assessments relating to intoxication or other impairment and therefore assumes no responsibility to assess the competency or condition of any authorized individual appearing to pick up the child.

Should Parent wish to have a one-time special exception to allow an individual not on the card to pick the child up, Parent must leave a signed, dated, written note with a staff member of M & M Daycare the morning of the release.

Inappropriate Parent Conduct

Parents must be aware that adults serve as role models for children. Additionally, M & M Daycare, Inc. is responsible for protecting the children in care, and for providing a safe workplace for staff members. Therefore, it is critical that, while on program property, Parents conduct himself or herself in a professional and rational behavior at all times. M & M Daycare reserves the right to immediately terminate the childcare contract if the Parent behaves inappropriately.

The following actions are grounds for immediate dismissal (please note, however, that this is not an exhaustive list of inappropriate behaviors).

- Acts of violence, including assault and battery;

- Harassment of or threats against the staff, other persons or children;

- Possession of illegal substances or firearms;

- Verbal or physical abuse of any child;

- Profanity; or Indecent exposure.

Miscellaneous Information

Parents have free access to all areas of the program that are used by their children.

No smoking is allowed on the school grounds at any time.

We are required by law to report any suspected child abuse or neglect.

This Program Handbook contains the policies and procedures of M & M Extra Care. It is meant to serve as a reference guide. It is not meant to cover every aspect of the childcare program or every situation, which might arise. Parents should be free to contact the Director with questions concerning the contents of this Handbook.

We reserve the unilateral right to add, delete or amend the policies and procedures in this Handbook upon thirty (30) days written notice to parents.

This Handbook is the exclusive property of M & M Daycare, Inc. and is intended for the exclusive use of the parents/guardians of enrolled children. This Handbook may not be copied or distributed to any third party without the express written permission of M & M Daycare, Inc.

M & M Daycare will maintain and conduct all practices relating to enrollment, discipline, and all other terms and benefits of childcare services provided in a manner which does not discriminate against any child, parent or family on the basis of race, color, religion, national origin, sex or handicap.

Each child has a right to confidentiality. All information pertaining to children in the program, including all reports, records, and data are confidential and used for internal purposes only. Information pertaining to children enrolled in the program will not be released to third parties without the express written permission of Parent, unless required by statute, court order or licensing mandate.

M & M Extra Care 2011 Rate Chart

CONTRACTED WEEKLY SCHEDULE FULL TIME

	1st Child	Sibling
Before	\$24	\$20
After	\$45	\$36
B + A	\$65	\$52

CONTRACTED WEEKLY SCHEDULE PART TIME

	Per Day	2 Days	3 Days	4 Days	Sibling Per Day	2 Day Sib	3 Day Sib	4 Day Sib
Before	\$6	\$12	\$18	\$24	\$5	\$10	\$15	\$20
After	\$10	\$20	\$30	\$40	\$8	\$16	\$24	\$32
B + A	\$16	\$32	\$48	\$64	\$13	\$26	\$39	\$52

DROP-IN CLIENTS ONLY

	Per Day	2 Days	3 Days	4 Days	Sibling Per Day	2 Day Sib	3 Day Sib	4 Day Sib
Before	\$7	\$14	\$21	\$28	\$6	\$12	\$18	\$24
After	\$11	\$22	\$33	\$44	\$9	\$18	\$27	\$36

Registration Fees:

Contracted Client:	\$30
Contracted Siblings:	\$15