



Parent Handbook for Stars & Stripes Kids Activity Center  
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## FORMS

Signature Page(s) (One for each Custodial Parent and/or Legal Guardian) A

Authorization for Emergency Care of Children  
With Severe Allergies B

Release and Waiver of Liability for Administering Emergency Care  
To Children with Severe Allergies C

Stars & Stripes Kids Activity Center

POLICY: MISSION STATEMENT

POLICY NO.: \_\_\_\_1\_\_\_\_

APPROVED BY: \_\_\_\_\_

EFFECTIVE DATE: \_\_\_\_\_

BOARD OF DIRECTORS: \_\_\_\_\_

DATE: \_\_\_\_\_

POLICY COUNCIL: \_\_\_\_\_

DATE: \_\_\_\_\_

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Our mission is: "To build self-esteem, strength and dreams. We offer a safe and kind learning environment where the "child" comes first."

Stars & Stripes Kids Activity Center

POLICY: WELCOME

POLICY NO.: 2

APPROVED BY: \_\_\_\_\_

EFFECTIVE DATE: \_\_\_\_\_

BOARD OF DIRECTORS: \_\_\_\_\_

DATE: \_\_\_\_\_

POLICY COUNCIL: \_\_\_\_\_

DATE: \_\_\_\_\_

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Dear Families,

Welcome to Stars & Stripes Learning Academy. We are extremely honored that you have chosen us to be a part of your child’s learning experience. When you bring your child to Stars & Stripes Learning Academy we realize that you are leaving your heart with us to care for and educate. We do not take that lightly. At Stars & Stripes Kids Activity Center our goal is to provide children's educational programs through physical activity that far exceed the norm. Our programs are specifically designed to meet the needs of each individual child. Our mission statement is and will always be: To build self-esteem, strength and dreams. We offer a safe and kind learning environment where the “child” comes first.

We put a lot of passion into developing programs that will not only challenge your child's physical abilities, but will also enhance their self-esteem, discipline, gross and fine motor development, creativity and imagination. We want to give each child that comes to our academy many wonderful activities and challenges that they will look forward to. We want to make learning fun! Our program is designed to ensure your child’s seamless transition to Kindergarten. Children will have the opportunity to learn about themselves, each other, and the world around them through meaningful, enriching experiences. We will strive each and every day to prepare your child intellectually, emotionally and physically for Kindergarten.

At Stars & Stripes Learning Academy, principles of fitness and nutrition are incorporated directly into our daily curriculum. This is something that makes our program unique. While other programs are cutting physical activities from their curriculum in favor for more academic activities, we fully believe physical activities and academics can be integrated into the same program to provide your child with the best education experience possible.

In addition to our academic program, children will attend a daily 30 minute gym class instructed by experienced fitness coaches. It has been proven that physical activity promotes brain growth and development in young children. For this reason, we feel physical activities are extremely important to include in each and every child’s life. By laying the groundwork for a healthy lifestyle now, children will be more likely to make healthy choices in the future.

Once a week, the children will also attend a 20 minute music class taught by our experienced music instructor. Children who participate in early music can improve their fine and gross motor skills by playing instruments, dancing, moving, and singing. They can expand their vocabulary and self-regulation. Music class is fun and develops a life-long appreciation for music.

Once again, we would like to welcome you and thank you for giving us the opportunity to work with your child. This is something that each member of our staff does not take lightly. Please know that we are always here for the child and the family. Together we can make great things happen!

Very Sincerely,

The Entire Staff of Stars & Stripes Learning Academy

Stars & Stripes Kids Activity Center

POLICY: PROGRAM PHILOSOPHY

POLICY NO.:     3    

APPROVED BY: \_\_\_\_\_

EFFECTIVE DATE: \_\_\_\_\_

BOARD OF DIRECTORS: \_\_\_\_\_

DATE: \_\_\_\_\_

POLICY COUNCIL: \_\_\_\_\_

DATE: \_\_\_\_\_

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Stars & Stripes Kids Activity Center is a fitness and educational based learning program. We believe that children deserve the opportunity to feel the power and fun of athletics. Research has shown that physical fitness activities directly enhances a childs ability to read, write, and comprehend life lessons that will take that child into adulthood. Physical fitness in an educational based learning program go hand and hand to help the children gain life and educational skills that will continue to develop long after their preschool experience is behind them. We want to offer this to all of the children that we teach.

Stars & Stripes Kids Activity Center

POLICY: LICENSING INFORMATION

POLICY NO.:   4  

APPROVED BY: \_\_\_\_\_

EFFECTIVE DATE: \_\_\_\_\_

BOARD OF DIRECTORS: \_\_\_\_\_

DATE: \_\_\_\_\_

POLICY COUNCIL: \_\_\_\_\_

DATE: \_\_\_\_\_

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4.1 Michigan Department of Human Services, Bureau of Children and Adult Licensing, 7109 W. Saginaw Street, PO Box 30650, Lansing, Michigan 48909.  
Oakland County - Children's Services Administration 51111 Woodward Avenue  
Pontiac MI 48342-2134 (248) 975-5400.

Stars & Stripes Kids Activity Center

POLICY: ENROLLMENT

POLICY NO.:     5    

APPROVED BY: \_\_\_\_\_

EFFECTIVE DATE: \_\_\_\_\_

BOARD OF DIRECTORS: \_\_\_\_\_

DATE: \_\_\_\_\_

POLICY COUNCIL: \_\_\_\_\_

DATE: \_\_\_\_\_

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Enrollment at Stars & Stripes Kids Activity Center is open to children from ages three to five years old. Enrollment shall be granted without regard to a child's race, color, creed, religion, national origin, gender, or disability; and without regard to a parent or guardian's race, color, creed, religion, age, national origin, gender, pregnancy or disability.

Parents can apply for enrollment of their child in Stars & Stripes Kids Activity Center by registering with the Stars & Stripes Kids Activity Center Business Office and paying the first month of tuition and the \$35 non-refundable Registration Fee or a family fee of \$50.

Initial enrollment is contingent upon receipt of the completed registration form, immunization records and signed Parent Handbook receipt.

The Registration Form is not meant to serve as contracts guaranteeing service for any duration.

Stars & Stripes Kids Activity Center reserves the right to dismiss any parent or child at any time with or without cause.

Continued enrollment at Stars & Stripes Kids Activity Center is contingent upon the parent's, emergency contact persons' and child's adherence to the policies and procedures of Stars & Stripes Kids Activity Center as outlined in this handbook including, but not limited to, timely payment of all fees and tuition.

Parents are required to notify Stars & Stripes Kids Activity Center immediately, should any of the information collected at the time of enrollment or any time thereafter change. Failure to do so may result in the child(ren) being dis-enrolled from the program and forfeiture of any fees paid.



Stars & Stripes Kids Activity Center

POLICY: TUITION

POLICY NO.: 6

APPROVED BY: \_\_\_\_\_

EFFECTIVE DATE: \_\_\_\_\_

BOARD OF DIRECTORS: \_\_\_\_\_

DATE: \_\_\_\_\_

POLICY COUNCIL: \_\_\_\_\_

DATE: \_\_\_\_\_

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All custodial parents and/or legal guardians are required to sign a Registration Form prior to enrollment of their child in Stars & Stripes Kids Activity Center. Parents are required to indicate to whom all billing information and correspondence are to be addressed. For a second copy of billing information and/or correspondence, a \$1.00 per page copying fee will be charged accordingly.

I understand if the participant is enrolled in a program that has installment monthly tuition I am continuously enrolled in the program and I will incur installment monthly tuition charges on my account until I submit a Stars & Stripes class drop request. This document may be obtained from the Stars & Stripes Business Office or downloaded from our website [www.StarsAndStripesKids.com](http://www.StarsAndStripesKids.com). If I am dropping a class (with installment monthly tuition) it must be done on or before the last day of the month. If I drop a class after the month begins I will not receive credits and/or refunds for the remaining classes in the current month. I understand that Stars & Stripes does not give make-up classes, credit and/or refunds for, but not limited to programs, class(es), preschool missed and/or cancelled due to holiday, vacation, illness, weather or any other reason. Stars & Stripes does not issue refunds. All sales are final for any product and/or service purchased and/or provided by Stars & Stripes. You are responsible to make timely payments of balances due on your Stars & Stripes account. From the date of registration forward your entire account balance shall be due the 1st of each month. You understand this only applies to programs that have installment monthly tuition. Fees for other products and/or services shall be paid for at the time of purchase and/or registration. All currently enrolled students will be charged an annual registration fee of \$35 (one child) or \$50 (family) that will be posted to my account on the 1st of the month of my registration anniversary date with Stars & Stripes. Stars & Stripes reserves the right to modify the terms of this agreement with written notice.

Cash, check, money order, or credit card may pay tuition. Stars & Stripes Kids Activity Center accepts ALL MAJOR CREDIT CARDS. Receipts will be given for tuition payments made by cash or credit card. All cash payments must be handed directly to the Stars & Stripes Business Office. Your canceled check will serve as your receipt for payments made by check. There will be a \$30.00 fee charged for tuition checks returned by the bank. Returned Tuition checks will not be re-deposited. Parents will be responsible for re-issuing a second check. If at any future time the bank returns a parent's check, all future tuition payments must be made by cash, certified check, money order or credit card.

Tuition DOES NOT include fees for field trips and extracurricular activities such as special events.

## 6.2

There is no credit given for vacations, scheduled school holidays, child illness, or for closings due to emergency situations, inclement weather or acts of God.

If your payment is not received on or before the due date, Stars & Stripes will initiate electronic payments for any balances due on your account PLUS an administrative late fee of \$25.00. Payments will be processed with the payment method/information you have chosen on the registration form that is kept on-file with Stars & Stripes. If provided, an e-mail notification will be sent any time a payment is processed. You acknowledge that this authorization will remain in effect until you notify the Stars & Stripes Business Office in writing that the authorization should be terminated. If for whatever reason, payments cannot be processed and your account balance remains overdue, understand that enrollment in classes will be cancelled. You will be responsible for all costs incurred for collection of any delinquent payments, including but not limited to collection/ attorney fees/ court costs. You understand that monthly payment amounts may vary as classes are added or dropped and as other charges/payments are applied to your account. A \$25.00 late/insufficient funds fee will be charged for all un-paid accounts monthly. New and updated billing, address and telephone information is the responsibility of the member, and not the responsibility of Stars & Stripes to notify the member of expired/declined credit cards and EFT returns. All overdue accounts, including cancelled accounts, will be charged \$25.00 late fee each month until the account is paid in full or arrangements are made for payment.

6.3 Stars & Stripes Kids Activity Center DOES NOT accept child care subsidies.

6.5 Stars & Stripes Kids Activity Center offers a multiple child discount for one or more siblings enrolled during the same school year. The highest billed pays the full tuition rate and each additional child's tuition are discounted {5 PERCENT DISCOUNT ON TUITION} per child. Discounts are only applicable when tuition payments are made on time. The full tuition rate, plus any additional late fees will be charged when tuition payments are late as per the late tuition policy stated above.

Stars & Stripes Kids Activity Center

POLICY: CONFIDENTIALITY

POLICY NO.: 7

APPROVED BY: \_\_\_\_\_

EFFECTIVE DATE: \_\_\_\_\_

BOARD OF DIRECTORS: \_\_\_\_\_

DATE: \_\_\_\_\_

POLICY COUNCIL: \_\_\_\_\_

DATE: \_\_\_\_\_

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Within Stars & Stripes Kids Activity Center, confidential and sensitive information will only be shared with employees of Stars & Stripes Kids Activity Center who have a "need to know" in order to most appropriately and safely care for your child. Confidential and sensitive information about faculty, other parents and/or children will not be shared with parents, as Stars & Stripes Kids Activity Center strives to protect everyone's right of privacy. Confidential information includes, but is not limited to: names, addresses, phone numbers, disability information, and HIV/AIDS status or other health related information of anyone associated with Stars & Stripes Kids Activity Center.

Outside of Stars & Stripes Kids Activity Center, confidential and sensitive information about a child will only be shared when the parent of the child has given express written consent, except where otherwise provided for by law. Parents will be provided with a document detailing the information that is to be shared outside of Stars & Stripes Kids Activity Center, persons with whom the information will be shared, and the reason(s) for sharing the information.

Any parent who violates the Confidentiality policy will not be permitted on Stars and Stripes Kids Activity Center property thereafter. Refer to the policy regarding Parents Right to Immediate Access for additional information regarding dis-enrollment of a child when a parent is prohibited from accessing agency property.

You may observe children at our center who are disabled or who exhibit behavior that may appear inappropriate (i.e. biting, hitting, and spitting). You may be curious or concerned about the other child. Our Confidentiality Policy protects every child's privacy. Employees of Stars & Stripes Kids Activity Center are strictly prohibited from discussing anything about another child with you.

Stars & Stripes Kids Activity Center

POLICY: MANDATED REPORTING OF SUSPECTED  
CHILD ABUSE AND/OR NEGLECT

POLICY NO.: 8

APPROVED BY: \_\_\_\_\_

EFFECTIVE DATE: \_\_\_\_\_

BOARD OF DIRECTORS: \_\_\_\_\_

DATE: \_\_\_\_\_

POLICY COUNCIL: \_\_\_\_\_

DATE: \_\_\_\_\_

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Under the Child Protective Services Act, mandated reporters are required to report any **suspicion** of abuse or neglect to the appropriate authorities. The employees of Stars & Stripes Kids Activity Center are considered mandated reporters, under this law. The employees of Stars & Stripes Kids Activity Center are not required to discuss their suspicions with parents prior to reporting the matter to the appropriate authorities, nor are they required to investigate the cause of any suspicious marks, behavior or condition prior to making a report. Under the Act, mandated reporters can be held criminally responsible if they fail to report suspected abuse or neglect. We at Stars & Stripes Kids Activity Center take this responsibility very seriously and will make all warranted reports to the appropriate authorities. The Child Protective Services Act is designed to protect the welfare and best interest of all children.

As mandated reporters, the staff of Stars & Stripes Kids Activity Center cannot be held liable for reports made to Child Protective Services which are determined to be unfounded, provided the report was made in "good faith."

Causes for reporting suspected child abuse or neglect include, but are not limited to:

- ◆ Unusual bruising, marks, or cuts on the child's body
- ◆ Severe verbal reprimands
- ◆ Improper clothing relating to size, cleanliness, season
- ◆ Transporting a child without appropriate child restraints (e.g. car seats, seat belts, etc.)
- ◆ Dropping off or picking up a child while under the influence of illegal drugs or alcohol
- ◆ Not providing appropriate meals including a drink for your child
- ◆ Leaving a child unattended for any amount of time
- ◆ Failure to attend to the special needs of a disabled child
- ◆ Sending a sick child to school over medicated to hide symptoms, which would typically require the child to be kept at home until symptoms subside.
- ◆ Children who exhibit behavior consistent with an abusive situation

Stars & Stripes Kids Activity Center

POLICY: PARENT CODE OF CONDUCT

POLICY NO.: 9

APPROVED BY: \_\_\_\_\_

EFFECTIVE DATE: \_\_\_\_\_

BOARD OF DIRECTORS: \_\_\_\_\_

DATE: \_\_\_\_\_

POLICY COUNCIL: \_\_\_\_\_

DATE: \_\_\_\_\_

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Stars & Stripes Kids Activity Center requires the parents of enrolled children at all times, to behave in a manner consistent with decency, courtesy, and respect. One of the goals of Stars & Stripes Kids Activity Center is to provide the most appropriate environment in which a child can grow, learn and develop. Achieving this ideal environment is not only the responsibility of the employees of Stars & Stripes Kids Activity Center but, is the responsibility of each and every parent or adult who enters the center. Parents are required to behave in a manner that fosters this ideal environment. **Parents who violate the Parent Code of Conduct will not be permitted on Stars & Stripes Activity Center property thereafter.** Please refer to the Policy on Parent's Right to Immediate Access for additional information regarding dis-enrollment of the child when a parent is prohibited from accessing agency property.

9.1 SWEARING/CURSING:

No parent or adult is permitted to curse or use other inappropriate language on agency property at any time, whether in the presence of a child or not. Such language is considered offensive by many people and will not be tolerated. If a parent or adult feels frustrated or angry, it is more appropriate to verbally express the frustration or anger using non-offensive language. At NO time shall inappropriate language be directed toward members of the staff.

9.2 THREATENING OF EMPLOYEES, CHILDREN OTHER PARENTS OR ADUTLS ASSOCIATED WITH Stars & Stripes Kids Activity Center:

Threats of any kind will not be tolerated. In today's society Stars & Stripes Kids Activity Center cannot afford to sit by idly while threats are made. In addition, all threats will be reported to the appropriate authorities and will be prosecuted to the fullest extent of the law. While apologies for such behavior are appreciated, the agency will not assume the risk of a second chance. **PARENTS MUST BE RESPONSIBLE FOR AND IN CONTROL OF THEIR BEHAVIOR AT ALL TIMES.**

9.3 PHYSICAL/VERBAL PUNISHMENT OF YOUR CHILD OR OTHER CHILDREN AT Stars & Stripes Kids Activity Center:

While Stars & Stripes Kids Activity Center does not necessarily support nor condone corporal punishment of children, such acts are not permitted in the child care facility. While verbal reprimands may be appropriate it is not appropriate for parents to verbally abuse their child. Doing so may cause undue embarrassment or emotional distress. Parents are always welcome to discuss a behavior issue with the teacher and to seek advice and guidance regarding appropriate and effective disciplinary procedures.

Parents are prohibited from addressing, for the purpose of correction or discipline, a child that is not their own. Of course, no parent or other adult may physically punish another parent's child. If a parent should witness another parent's child behaving in an

inappropriate manner, or is concerned about behavior reported to them by their own child, it is most appropriate for the parent to direct their concern to the classroom teacher and/or Center Director.

Furthermore, it is wholly inappropriate for one parent to seek out another parent to discuss their child's inappropriate behavior. All behavior concerns should be brought to the classroom teacher or director's attention. At that point, the teacher and/or director will address the issue with the other parent. Although you may be curious as to the outcome of such a discussion, teachers and/or the Center Director are strictly prohibited from discussing anything about another child with you. All children enrolled in our agency have privacy rights and are further protected by our Confidentiality Policy. You may be assured that we will not discuss anything about your child with another parent or adult visiting the center.

#### 9.4 SMOKING:

For the health of all Stars & Stripes Kids Activity Center employees, children and associates, smoking is prohibited anywhere on agency property. Parents are prohibited from smoking in the building, on the grounds, and in the parking lot of Stars & Stripes Kids Activity Center. Parents who are smoking in their cars must dispose of the cigarette prior to entering the parking lot.

#### 9.5 VIOLATIONS OF THE SAFETY POLICY:

Parents are required to follow all safety procedures at all times. These procedures are designed not as mere inconveniences, but to protect the welfare and best interest of the employees, children and associates of Stars & Stripes Kids Activity Center. Please be particularly mindful of Stars & Stripes Kids Activity Center entrance procedures. We all like to be polite. However, we need to be careful to not allow unauthorized individuals into the center. Holding the door open for the person following you may, in fact, be polite; however that person may not be authorized to enter the premises. Security procedures are only as strong as the weakest person in our organizational chain. Be alert and mindful. Immediately report any breaches to the Center Director.

#### 9.6 CONFRONTATIONAL INTERACTIONS WITH EMPLOYEES, OTHER PARENTS OR ASSOCIATES OF Stars & Stripes Kids Activity Center):

While it is understood that parents will not always agree with the employees of Stars & Stripes Kids Activity Center or the parents of the other children, it is expected that all disagreements be handled in a calm and respectful manner. Confrontational interactions are not an appropriate means by which to communicate a point and are strictly prohibited.

#### 9.7 VIOLATIONS OF THE CONFIDENTIALITY POLICY:

Stars & Stripes Kids Activity Center takes very seriously the responsibility of maintaining the confidentiality of all persons associated with the agency. Parents must understand the implications of this responsibility. Parents need to recognize that the Confidentiality Policy not only applies to their child or family, but all children, families and employees associated with Stars & Stripes Kids Activity Center. Any parent who shares any information considered to be confidential, pressures employees or other parents for information which is not necessary for them to know, will be considered to be in violation of the Confidentiality Policy.

Stars & Stripes Kids Activity Center

POLICY: PARENT'S RIGHT TO IMMEDIATE ACCESS

POLICY NO.:     10    

APPROVED BY: \_\_\_\_\_

EFFECTIVE DATE: \_\_\_\_\_

BOARD OF DIRECTORS: \_\_\_\_\_

DATE: \_\_\_\_\_

POLICY COUNCIL: \_\_\_\_\_

DATE: \_\_\_\_\_

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Parents of a child in our care are entitled to immediate access, without prior notice, to their child whenever they are in care at Stars & Stripes Kids Activity Center, as provided by law.

In cases where the child is the subject of a court order (e.g., Custody Order, Restraining Order, or Protection from Abuse Order) Stars & Stripes Kids Activity Center must be provided with a **Certified Copy** of the most recent order and all amendments thereto. The orders of the court will be strictly followed unless the custodial parent(s) requests a more liberal variation of the order in writing. In the case where both parents are afforded shared/joint custody by order of the court, both parents must sign the request for more liberal interpretation of the order.

**In the absence of a court order** on file with Stars & Stripes Kids Activity Center, **both** parents shall be afforded equal access to their child as stipulated by law. Stars & Stripes Kids Activity Center cannot, without a court order, limit the access of a one parent by request of the other parent, regardless of the reason. If a situation presents itself where one parent does not want the other parent to have access to their child, Stars & Stripes Kids Activity Center suggests that the parent keep the child with them until a court order is issued, since our rights to retain your child are secondary to the other parent's right to immediate access. Stars & Stripes Kids Activity Center staff will contact the local police should a conflict arise.

Visitors are asked to schedule appointments with the Center Director, and are allowed in the child care facility only at the discretion of the Center Director. An employee of Stars & Stripes Kids Activity Center will accompany visitors at all times, throughout the center.

Stars & Stripes Kids Activity Center will dismiss any child whose parent is prohibited from entering upon agency property. Due to the parents' right to immediate access policy, as well as state and federal regulations, Stars & Stripes Kids Activity Center cannot have a child at the agency when the child's parent is prohibited access. Stars & Stripes Kids Activity Center will not agree to any request to maintain a child's enrollment even if the parent agrees to stay out of the center. Such an agreement is a violation of the law and will not be entertained.

Stars & Stripes Kids Activity Center

POLICY: DISMISSAL

POLICY NO.: \_\_\_\_ 11 \_\_\_\_

APPROVED BY: \_\_\_\_\_

EFFECTIVE DATE: \_\_\_\_\_

BOARD OF DIRECTORS: \_\_\_\_\_

DATE: \_\_\_\_\_

POLICY COUNCIL: \_\_\_\_\_

DATE: \_\_\_\_\_

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Stars & Stripes Kids Activity Center reserves the right to dismiss any child at any time, with or without cause.

Parents will be not be refunded any unused tuition. Any past due balances must be paid within 30 days of the dismissal. An invoice detailing the past due balance will be forwarded to the address indicated in the child's file within one week of the dismissal. Any balances remaining after the 30 day period will be referred to the agency's legal counsel for collection.

The Center Director or designee will assist the parent in gathering their child's belongings at the time of dismissal and parents are required to leave agency property in a calm and respectful manner, immediately. Stars & Stripes Kids Activity Center will request assistance from local police should any parent become disruptive and/or uncooperative while gathering their child's belongings upon dismissal.

A dismissed child and his/her parents are required to call and request an appointment with the Center Director if they wish to return to agency property following a dismissal. Appointments are made at the discretion of the Center Director and are not a right of the dismissed child or parent.

Following a dismissal, any parent or child who harasses, threatens or in any manner causes harm to anyone affiliated with the agency by calling, writing, or any other means, will be prosecuted to the fullest extent of the law, by Stars & Stripes Kids Activity Center.



Stars & Stripes Kids Activity Center

POLICY: WITHDRAW

POLICY NO.: \_\_\_\_\_ 12 \_\_\_\_\_

APPROVED BY: \_\_\_\_\_

EFFECTIVE DATE: \_\_\_\_\_

BOARD OF DIRECTORS: \_\_\_\_\_

DATE: \_\_\_\_\_

POLICY COUNCIL: \_\_\_\_\_

DATE: \_\_\_\_\_

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I understand if the participant is enrolled in a program that has installment monthly tuition. Just like college, tuition pays for your class spot, REGARDLESS OF ATTENDANCE. Once you have registered for your child's slot you are obligated bound by the installment terms.

The parents and child, following their last day of enrollment, are not permitted to re-enter agency property without prior permission of the Center Director. A withdrawn child and his/her parents are required to call and request an appointment with the Center Director if they wish to return to agency property following the last day of enrollment at Stars & Stripes Kids Activity Center. Appointments are made at the discretion of the Center Director and are not a right of the withdrawn child or parent.

Parents, who wish to change their child's days or times of enrollment at Stars & Stripes Kids Activity Center, may do so at any time contingent on availability.

The Stars & Stripes Business Office will immediately discuss if the proposed schedule is available. If the schedule change requires an additional deposit and/or registration fee, the change will also be contingent upon payment of these monies. If the requested schedule is not available parents may choose to continue with the current schedule until such time as the requested schedule becomes available, or may choose to withdraw their child from the program.

Stars & Stripes Kids Activity Center

POLICY: COURT ORDERS EFFECTING ENROLLED CHILDREN POLICY NO.: 13

APPROVED BY: \_\_\_\_\_ EFFECTIVE DATE: \_\_\_\_\_

BOARD OF DIRECTORS: \_\_\_\_\_ DATE: \_\_\_\_\_

POLICY COUNCIL: \_\_\_\_\_ DATE: \_\_\_\_\_

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In cases where an enrolled child is the subject of a court order (ex... Custody Order, Restraining Order, or Protection from Abuse Order) Stars & Stripes Kids Activity Center must be provided with a **Certified Copy** of the most recent order and all amendments thereto. The orders of the court will be strictly followed unless the custodial parent(s) requests a more liberal variation of the order in writing. In the case where both parents are afforded shared/joint custody by order of the court, both parents must sign the request for more liberal interpretation of the order.

**In the absence of a court order on file with Stars & Stripes Kids Activity Center administration, both parents shall be afforded equal access to their child as stipulated by law.** Stars & Stripes Kids Activity Center cannot, without a court order, limit the access of a one parent by request of the other parent, regardless of the reason. If a situation presents itself, where one parent does not want the other parent to have access to their child, Stars & Stripes Kids Activity Center suggests that the parent keep the child with them until a court order is issued.

If conflicting court orders are presented, the most recently dated court order will be followed.

Once presented with a Protection from Abuse Order or a Restraining Order, Stars & Stripes Kids Activity Center is obligated to follow the order for the entire period it is in affect. Employees of Stars & Stripes Kids Activity Center cannot, at the request of anyone, except the issuing judge, allow a Protection from Abuse Order and/or a Restraining Order to be violated. Stars & Stripes Kids Activity Center will report any violations of these orders to the court.

Stars & Stripes Kids Activity Center

POLICY: ARRIVAL PROCEDURES

POLICY NO.:     14    

APPROVED BY: \_\_\_\_\_

EFFECTIVE DATE: \_\_\_\_\_

BOARD OF DIRECTORS: \_\_\_\_\_

DATE: \_\_\_\_\_

POLICY COUNCIL: \_\_\_\_\_

DATE: \_\_\_\_\_

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Upon arrival at Stars & Stripes Kids Activity Center, the parents or the adult dropping the child off must sign the child into care on the sign-in sheet located at the front desk of the Stars & Stripes Business Office. Children are required to be escorted by their parent or the adult dropping them off, to their designated location. Children are required by law to be supervised at all times while in the child care facility. Parents are required to help children put away their outerwear and get settled for the day.

Stars & Stripes Kids Activity Center discourages parents from sneaking out of the center. Some children exhibit separation anxiety when it is time for their parent to leave. Stars & Stripes Kids Activity Center believes it is best for parents to tell the anxious child upon arrival that after all of the child's things are put away, the parent will kiss, hug and say goodbye to the child. This will prepare the child for their departure. The employee present in the classroom will comfort and assist the child through the anxious time. Parents are asked to leave after saying goodbye. The longer the parent of an anxious child drags out the departure, the more anxiety the child is likely to feel. The professional employees of Stars & Stripes Kids Activity Center are available to discuss other options if the child does not settle into the arrival routine after a reasonable period of time.

At arrival, parents are required to follow the Medication Policy if a child must receive medication during the course of the day.

Parents are required to notify the child's teacher or Center Director of any special instructions or needs for the child's day. The parent must present the special instructions in the form of a letter and verbally discuss them with either the classroom teacher or Center Director. These special instructions include but are not limited to: Early Pick Up, Alternative Pick Up Person, health issues over the previous night which need to be observed and/or any general issues of concern which the child care providers should be aware to best meet the needs of your child throughout the day.

Stars & Stripes Kids Activity Center does not serve or provide breakfast in the morning. Parents are required to feed their child a nutritious and filling breakfast prior to arriving at Stars & Stripes Kids Activity Center. Parents who send their child to school without having been fed breakfast will be considered to be neglectful of their children's nutritional needs and will be reported to the appropriate authorities as provided for in the Child Protective Services Act.

## 14.1 NOTIFICATION OF ABSENCE

Parents are required to inform the center by 7:00am if a child will not be at the center on a scheduled day. This will enable the center to more effectively maintain appropriate ratios and help the classroom teacher effectively plan for the day. Parents who fail on three occasions in one school calendar year to give proper notice of an absence will result in the child being dismissed from the program.

If your child is ill, we request that you notify the center director not only of the absence, but also of the nature of the illness. This enables our faculty to keep track of any illnesses, which may occur at our school. This information will only be shared with staff on a "need to know" basis. If your child has a communicable disease, we ask that you share the diagnosis with the Center Director, so that the parents of the children in the school maybe notified that a communicable disease is present. Once again, only the communicable disease information will be shared. Stars & Stripes Kids Activity Center will take all measures necessary to protect your child's confidentiality. Parents are not required to disclose this information by law, and your continued enrollment will not be based whatsoever on your decision to share, (or not) the reason for your child's absence from school.

Parents who know in advance that a child will be late, are required to notify the center by 7:00am so as to maintain the appropriate number of employees to ensure ratios are met when the child arrives to school.

## 14.2 AGENCY'S RIGHT TO REFUSE ADMISSION

Stars & Stripes Kids Activity Center reserves the right to refuse admission to any child at any time with or without cause.

Stars & Stripes Kids Activity Center strives to maintain an ample list of substitutes in anticipation of staff absences, however, there are times when substitutes are not available, and classrooms need to be closed to maintain compliance with licensing regulations. Refusal will be based on a "first come first served" basis when seeking to maintain appropriate staff to child ratios and/or when closing classrooms.

Possible reasons for the refusal of admission include but are not limited to:

1. Lack of staff to maintain appropriate Staff to Child Ratios as determined by State Licensing Regulations.
2. The need to maintain compliance with Licensing Regulations.
3. Staff deems the child to ill to attend.
4. Domestic Situations that present a safety risk to the child, staff or other children enrolled at Stars & Stripes Kids Activity Center if the child were to be present at the center.
5. Parents failure to maintain accurate, up to date records.
6. Parents' failure to complete and return required documentation in a timely fashion.

Parents WILL NOT be reimbursed tuition for days when their child is refused admission to the program.



Stars & Stripes Kids Activity Center

POLICY: PICK UP PROCEDURES

POLICY NO.: \_\_\_\_15\_\_\_\_

APPROVED BY: \_\_\_\_\_

EFFECTIVE DATE: \_\_\_\_\_

BOARD OF DIRECTORS: \_\_\_\_\_

DATE: \_\_\_\_\_

POLICY COUNCIL: \_\_\_\_\_

DATE: \_\_\_\_\_

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Parents or other authorized adult are required to sign their child out of care on the sign-out sheet located at the front desk of the Stars & Stripes Business Office. Once a parent signs their child out, the parent is then solely responsible for supervising their child while on agency premises. The parent may not allow a child to wander through the hallways, bathrooms, other classrooms and/or playground. Parents are required to handle all business issues prior to signing out their child, and are required to directly exit the building once they have signed their child out of care.

Parents must take home all papers in the child's cubby or school bag each day.

Parents or persons designated to act "in loco parentis" are required to sign any incident/accident reports from the day at pick-up. The classroom teacher will be able to briefly discuss the matter with you or other authorized adult at pick-up. However, should you feel it necessary to have an in depth discussion or meeting, it is most appropriate to schedule the meeting for a later date because the teacher is responsible for supervising the remaining children in the classroom. A telephone conference may be scheduled for later in the day or for the next day at nap/rest time if the parent(s) is unable to meet at the center during the course of the day.

15.1 LATE PICK-UP:

You are considered late after five minutes after the scheduled dismissal time. All measurements of time are to be according to the Stars & Stripes Kids Activity Center clock located in main lobby.

A child's services will be terminated should the child be picked-up late on three occasions in one school year regardless of the reasons for the late pick-up. It is the parent's responsibility to ensure that someone (either a parent or Emergency/Alternate pick-up person) is available to pick up the child on time.

15.2 PERSONS APPEARING TO BE IMPAIRED BY DRUGS/ALCOHOL AT PICK-UP

The staff of Stars & Stripes Kids Activity Center will contact local police and/or the other custodial parent should a parent appear to the staff of Stars & Stripes Kids Activity Center to be under the influence of drugs and/or alcohol. The parent's right to immediate access does not permit Stars and Stripes Activity Center from denying a custodial parent access to their child even if the parent is or appears to be impaired. However, Stars & Stripes Kids Activity

Center staff will delay the impaired parent as long as possible, while contacting the other parent, the local police and Child Protective Services.

Any other authorized person who attempts to pick-up a child, and appears to the staff of Stars & Stripes Kids Activity Center to be under the influence of drugs and/or alcohol will be denied access to the child. The staff of Stars & Stripes Kids Activity Center will contact the child's parents, local police and Child Protective Services to notify them of the situation.

### 15.3 EMERGENCY/ALTERNATE PICK-UP FORMS

At enrollment, parents will be presented with an Emergency/Alternate Pick-up form. Parents are encouraged to include on this form any, and all persons who, in the course of events, may at one time be asked to pick-up their child from Stars & Stripes Kids Activity Center. In an emergency situation the child's parents will be called first. If they cannot be reached staff will call the persons listed on this form until someone can be reached.

Should the staff contact a parent, and the parent is unable to pick up the child, it is then the responsibility of the parent to arrange for their child to be picked up by someone on the emergency list. Failure of the parent to make such arrangements will result in dismissal from the program.

Parents do not need to be listed on the Emergency Contact Form. The nature of the parental relationship affords the parents (in the absence of a court order indicating otherwise) the right to pick-up their child.

Parents will be asked to determine which persons (if any) on the Emergency/Alternate Pick-up form have the right to act "In Loco Parentis." In Loco Parentis status affords the pick up person the right to discuss confidential information about the child's day including but not limited to, incident/accident reports, and behavior issues. In the absence of this designation the people on the Emergency/Alternate Pick Up Form are only afforded the right to pick up the child. Staff is not permitted to discuss the child's day with them.

The persons on the Emergency/Alternate pick-up form will be required to provide Government issued photo ID prior to the agency releasing the child. There will be no exceptions to this rule.

All changes and/or additions to the Emergency/Alternate Pick-up form must be made in writing and be dated and signed. Only custodial parents have the right to make changes or additions to this form.

Stars & Stripes Kids Activity Center reserves the right to refuse/ban any person listed on the Emergency/Alternate Contact Form for any reason, including but not limited to violations of the policies/procedures contained herein. It is the responsibility of the enrolling parent(s) to inform each person on the Emergency/Alternate Form of the policies/procedures contained herein.

Stars & Stripes Kids Activity Center

POLICY: TRANSPORTATION

POLICY NO.: \_\_\_\_ 16 \_\_\_\_

APPROVED BY: \_\_\_\_\_

EFFECTIVE DATE: \_\_\_\_\_

BOARD OF DIRECTORS: \_\_\_\_\_

DATE: \_\_\_\_\_

POLICY COUNCIL: \_\_\_\_\_

DATE: \_\_\_\_\_

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No transportation is provided by Stars and Stripes Activity Center.



Stars & Stripes Kids Activity Center

POLICY: SCHOOL CALENDAR

POLICY NO.: \_\_\_\_17\_\_\_\_

APPROVED BY: \_\_\_\_\_

EFFECTIVE DATE: \_\_\_\_\_

BOARD OF DIRECTORS: \_\_\_\_\_

DATE: \_\_\_\_\_

POLICY COUNCIL: \_\_\_\_\_

DATE: \_\_\_\_\_

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2013-2014 Holiday Closings

Sat. Aug. 31, 2013 - Tue. Sept.3, 2013

Thur. Oct. 31, 2013

Wed. Nov. 27, 2013 - Sun. Dec. 1, 2013

Mon. Dec. 23, 2013 - Fri. Dec. 27, 2013

Mon. Dec. 30, 2013 - Thur. Jan. 2, 2014

Mon. April 7, 2014 - Sat. April 12, 2014

Sun. April 20, 2014

Fri. May 23, 2014 - Tue. May 27, 2014

Stars & Stripes Kids Activity Center

POLICY: EMERGENCY CLOSING AND INCLEMENT  
WEATHER INFORMATION

POLICY NO.:     18    

APPROVED BY: \_\_\_\_\_

EFFECTIVE DATE: \_\_\_\_\_

BOARD OF DIRECTORS: \_\_\_\_\_

DATE: \_\_\_\_\_

POLICY COUNCIL: \_\_\_\_\_

DATE: \_\_\_\_\_

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In the event of an emergency closing and/or inclement weather, parents will be notified of the closing by email, social media, telephone, website and voicemail.

Should the school need to close in the middle of the day, the school staff will attempt to reach the child's parents first to arrange for pick up. Should the staff be unable to reach the parents, the persons listed on the emergency contact form will be called until pick up arrangements can be made. Staff will notify the parents or emergency contact person at the time of the call; of the pick up location should the children need to be evacuated from the child care center. Parents or emergency contact persons should report directly to the alternate location if one is indicted.

Should the center need to close for any reason, tuition will not be refunded or reduced for closures of less than 10 school days. If the closure extends beyond 10 school days, parents will have their tuition adjusted as per the following schedule, after the initial 10 day waiting period if a closure is continued your tuition will be prorated.

Stars & Stripes Kids Activity Center

POLICY: CURRICULUM INFORMATION

POLICY NO.: \_\_\_\_\_ 19 \_\_\_\_\_

APPROVED BY: \_\_\_\_\_

EFFECTIVE DATE: \_\_\_\_\_

BOARD OF DIRECTORS: \_\_\_\_\_

DATE: \_\_\_\_\_

POLICY COUNCIL: \_\_\_\_\_

DATE: \_\_\_\_\_

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DAILY SCHEDULE OF ACTIVITIES and Curriculum

Our curriculum is guided by the recommendations of High Scope, [www.highscope.org](http://www.highscope.org) and Michigan Department of Education Early Standards of Quality for Prekindergarten, [www.michigan.gov/documents/Early\\_Childhood\\_Standards\\_of\\_Quality\\_160470\\_7.pdf](http://www.michigan.gov/documents/Early_Childhood_Standards_of_Quality_160470_7.pdf), [www.michigan.gov/documents/mde/EQSQ-IT\\_Final\\_1806449\\_7.pdf](http://www.michigan.gov/documents/mde/EQSQ-IT_Final_1806449_7.pdf).

Each day’s routine promises activities that allow your child/ren time to grow, room to explore, experiment, discover, and play. Stars and Stripes Activity Center provides a program of daily activities and relationships that offer opportunities for the developmental growth of each child in all of the following areas:

- Physical development, including fine and gross motor
- Social development, including communication skills
- Emotional development, including positive self-concept
- Intellectual development

Sample Schedule for Morning 3 year olds

Tuesday:

- 9:00-9:15 Welcome / Open Tables
- 9:15-9:30 Circle Time - pledge, weather, days of the week, letter of the week, story, song
- 9:30-9:50 Math and Science Tables
- 9:50-10:20 Centers
- 10:20-10:35 Snack and Reading
- 10:35-10:55 Music Class
- 10:55-11:15 Art
- 11:15-11:45 Gym Class
- 11:45-12:00 Story / Counting / Dismissal

Thursday:

- 9:00-9:15 Welcome / Open Tables / Pledge
- 9:15-9:45 Gym Class
- 9:45-10:00 Circle Time – weather, days of the week, letter of the week, story, song
- 10:00-10:30 Centers
- 10:30-10:45 Story and Counting
- 10:45-11:00 Snack and Reading
- 11:00-11:20 Computers and Math Centers
- 11:20-11:40 Free Exploration
- 11:40-11:50 Music and Movement
- 11:50-12:00 Closing Circle and Dismissal

\* Please understand that although we will try to adhere to the schedule as closely as possible, it may be adjusted slightly day by day to accommodate the needs of the children or the day’s planned activities.

## Sample Schedule for Morning 4 year olds

### Monday:

9:00-9:15 Welcome /Open Tables/ Pledge  
9:15-9:45 Gym Class  
9:45-10:00 Circle Time – weather, days of the week, letter of the week, story, song  
10:00-10:30 Centers  
10:30-10:45 Story and Counting  
10:45-11:00 Snack and Reading  
11:00-11:20 Art  
11:20-11:40 Free Exploration / Outside  
11:40-11:50 Music and Movement  
11:50-12:00 Closing Circle and Dismissal

### Wednesday:

9:00-9:15 Welcome /Open Tables/ Pledge  
9:15-9:45 Gym Class  
9:45-10:00 Circle Time – weather, days of the week, letter of the week, story, song  
10:00-10:30 Centers  
10:30 – 10:40 Story and Counting  
10:40-11:00 Music Class  
11:00-11:15 Snack and Reading  
11:15-11:30 Science Stations  
11:30-11:50 Free Exploration / Outside  
11:50-12:00 Closing Circle and Dismissal

### Friday:

9:00-9:15 Welcome /Open Tables/ Pledge  
9:15-9:45 Gym Class  
9:45-10:00 Circle Time – weather, days of the week, letter of the week, story, song  
10:00-10:30 Centers  
10:30-10:45 Story and Counting  
10:45-11:00 Snack and Reading  
11:00-11:20 Computers and Math Centers  
11:20-11:40 Free Exploration / Outside  
11:40-11:50 Music and Movement  
11:50-12:00 Closing Circle and Dismissal

\* Please understand that although we will try to adhere to the schedule as closely as possible, it may be adjusted slightly day by day to accommodate the needs of the children or the day's planned activities.

# Sample Schedule for Afternoon 5 year old Junior Kindergarten

## Monday:

12:30-12:45 Welcome / Open Tables  
12:45-1:00 Circle Time – pledge, intro to day, word wall, calendar activities  
1:00-1:45 Small Group Activities – languages, literacy, math readiness skills  
1:45-2:05 Computers & Art  
2:05-2:35 Gym Class  
2:35-2:50 Snack and Reading  
2:50-3:05 Free Exploration / Outside  
3:05-3:20 Small Group Activities – cooking, journals, dramatics  
3:20-3:30 Closing Circle and Dismissal

## Tuesday:

12:30-12:45 Welcome / Open Tables  
12:45-1:00 Circle Time – pledge, intro to day, word wall, calendar activities  
1:00-1:30 Small Group Activities – languages, literacy, math readiness skills  
1:30-1:50 Music Class  
1:50-2:05 Gym Class  
2:05-2:35 Snack and Reading  
2:35-2:50 Art & Computers  
2:50-3:05 Math & Science  
3:05-3:20 Story and Counting  
3:20-3:30 Closing Circle and Dismissal

## Wednesday:

12:30-12:45 Welcome / Open Tables  
12:45-1:00 Circle Time – pledge, intro to day, word wall, calendar activities  
1:00-1:30 Small Group Activities – languages, literacy, math readiness skills  
1:30-1:50 Music Class  
1:50-2:05 Snack and Reading  
2:05-2:35 Gym Class  
2:35-2:50 Science Stations  
2:50-3:05 Free Exploration / Outside  
3:05-3:20 Reading Workshop / Journals  
3:20-3:30 Closing Circle and Dismissal

## Thursday:

12:30-12:45 Welcome / Open Tables  
12:45-1:00 Circle Time – pledge, intro to day, word wall, calendar activities  
1:00-1:30 Small Group Activities – languages, literacy, math readiness skills  
1:30-1:45 Science  
1:45-2:05 Computers & Math Centers  
2:05-2:35 Gym Class  
2:35-2:50 Snack and Reading  
2:50-3:05 Free Exploration / Outside  
3:05-3:20 Music & Movement  
3:20-3:30 Closing Circle and Dismissal

## **Friday:**

12:30-12:45 Welcome / Open Tables

12:45-1:00 Circle Time – pledge, intro to day, word wall, calendar activities

1:00-1:30 Small Group Activities – languages, literacy, math readiness skills

1:30-1:45 Reading Workshops

1:45-2:15 Gym Class

2:15-2:30 Snack and Reading

2:30-2:50 Computers and Math Centers

2:50-3:10 Free Exploration / Outside

3:10-3:20 Foreign Languages

3:20-3:30 Closing Circle and Dismissal

**\* Please understand that although we will try to adhere to the schedule as closely as possible, it may be adjusted slightly day by day to accommodate the needs of the children or the day's planned activities.**

- 19.1 STAFF TO CHILD RATIOS -Stars and Stripes will maintain a 1 to 10 ratio of Teachers to students at all times.
- 19.2 EDUCATIONAL/PERSONAL CARE SUPPLIES NEEDED Each child will need one change of seasonally appropriate clothing to be kept in their backpack, in the event that they need clean, dry clothing.
- 19.3 BIRTHDAY/HOLIDAY CELEBRATIONS- Stars & Stripes Activity Center welcomes the celebration of birthdays and holidays. If you would like to bring in a special snack or celebration, please discuss it in advance with your child's teacher. All food must be approved by the teacher to ensure the safety of children with food allergies.
- 19.3 PARENT/TEACHER CONFERENCES/COMMUNICATION Parent Teacher Conferences will be held twice a year once in the fall and once in the spring.

Stars & Stripes Kids Activity Center

POLICY: DISCIPLINE

POLICY NO.:     20    

APPROVED BY: \_\_\_\_\_

EFFECTIVE DATE: \_\_\_\_\_

BOARD OF DIRECTORS: \_\_\_\_\_

DATE: \_\_\_\_\_

POLICY COUNCIL: \_\_\_\_\_

DATE: \_\_\_\_\_

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Stars and Stripes Activity Center believes that your child’s experience should provide for the development of a strong, healthy self-concept and self-image. We believe in positive reinforcement and redirection. Staff members are trained to provide positive discipline methods, which encourage self-control, self direction, cooperation and self-discipline. Such methods include redirection, diversion from negative behavior, encouraging alternative activity, removal from the situation and communication. Corporal punishment is never considered an acceptable method of discipline.

Stars and Stripes Activity Center believes that the best form of discipline evolves from having the following components in each classroom:

1. Consistent, knowledgeable and professional teachers
2. A clear and positive set of classroom rules developed with participation from the children.
3. A consistent and predictable daily routine/schedule.
4. A well-organized and labeled classroom equipped with an adequate amount of developmentally appropriate materials.
5. The classroom is arranged in a way that facilitates learning.
6. Developmentally appropriate expectations for children.
7. Positive redirection
8. Logical and appropriate consequences.
9. Model appropriate behavior.
10. Ignore minor misbehaviors.
11. Stay consistent.
12. Teach children problem solving techniques.
13. Treat children as individuals and respect their needs, desires and feelings.
14. Acknowledge when children are making good choices.
15. Teamwork and communication with parents.

***Appropriate forms of discipline that may be used:***

- Discussing with the child what type of behavior is acceptable.
- Review the choices that the child has made.
- Discuss what choices are appropriate.
- Redirect inappropriate behavior.
- Loss of privileges to participate in an activity where inappropriate behavior occurred.
- Group problem solving with teacher and children who are having a conflict.



Stars & Stripes Kids Activity Center

POLICY: TOYS FROM HOME

POLICY NO.:     21    

APPROVED BY: \_\_\_\_\_

EFFECTIVE DATE: \_\_\_\_\_

BOARD OF DIRECTORS: \_\_\_\_\_

DATE: \_\_\_\_\_

POLICY COUNCIL: \_\_\_\_\_

DATE: \_\_\_\_\_

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Due to the risk of damage, sharing issues, and loss, children are not permitted to bring in toys from home, unless specifically requested by the classroom teacher for use as part of the curriculum. Parents are responsible for enforcing this policy with their child. Parents are encouraged to consult the classroom teacher should they find their child is having difficulty with this policy.

If the parents fail repeatedly to enforce this policy with their children, the staff will call the parents and require that they come to the school and remove the toy.

Children in classrooms with nap/rest time are permitted to include with their bedding supplies, one plush/non-musical toy with which to nap/rest. This toy is to be placed with the bedding supplies and use of it will only be allowed at nap/rest time.

All toys brought in for use as part of the curriculum, and/or for nap/rest time will be inspected by Stars & Stripes Kids Activity Center staff for safety and appropriateness, and may be prohibited at the sole discretion of Stars & Stripes Kids Activity Center.

Stars & Stripes Kids Activity Center

POLICY: DRESS CODE

POLICY NO.: 22

APPROVED BY: \_\_\_\_\_

EFFECTIVE DATE: \_\_\_\_\_

BOARD OF DIRECTORS: \_\_\_\_\_

DATE: \_\_\_\_\_

POLICY COUNCIL: \_\_\_\_\_

DATE: \_\_\_\_\_

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22.1 CHILDREN

Clothing:

Children are engaged in various activities during the course of the day; some of these activities can be messy, and/or athletic in nature. Additionally, children are engaged in outdoor play daily, weather permitting. Due to these activities, children are required to be dressed in seasonably appropriate, comfortable, clothing.

Parents are prohibited from dressing children in overalls, or clothing with difficult closures. These types of clothing present particular challenges for children in relation to toileting.

Coats, hats, gloves, scarves and winter boots must be provided in the winter months. It is not necessary for the children to wear their winter boots to school. Teachers will change the children into their winter boots when they go outdoors.

Children are not permitted to wear open toed, and/or open backed shoes. The most appropriate type of shoes for participation in school activities are rubber-soled, sneakers/tennis shoes. In order to protect our gym equipment we do require that shoes need to be "indoor shoes" meaning they are not worn outside.

Children ages 3 through 5 are required to have one seasonably and size appropriate complete change of clothing at the center at all times. A complete change of clothing includes, shirt, pants, underwear, socks, and shoes. Teachers will post reminders for parents to update changes of clothing as the weather begins to change.

All clothing items must be clearly labeled with the child's first and last name. This includes, coats, hats, gloves, scarves, and boots. Stars & Stripes Kids Activity Center is not responsible for lost or damaged items of clothing.

Jewelry/Accessories:

Children are permitted to wear jewelry that is not bulky in nature. (Stud earrings are an acceptable form of jewelry). Stars & Stripes Kids Activity Center is not responsible for any lost or damaged jewelry or accessories.

When choosing hair accessories for your children be mindful of the potential safety issues they present not only for your child, but also for the older and younger children attending Stars & Stripes Kids Activity Center.

Stars & Stripes Kids Activity Center is not responsible for damage to or loss of and articles of clothing.

## 22.2 PARENTS

### Clothing:

Parents are required to be dressed in appropriate clothing while at Stars & Stripes Kids Activity Center, or involved in any Stars & Stripes Kids Activity Center sponsored events. Inappropriate clothing would include, revealing, extremely short, ripped/torn (in inappropriate places), and/or see through articles of clothing. Anything with suggestive or vulgar language is prohibited.

Stars & Stripes Kids Activity Center

POLICY: FIELD TRIPS

POLICY NO.: 23

APPROVED BY: \_\_\_\_\_

EFFECTIVE DATE: \_\_\_\_\_

BOARD OF DIRECTORS: \_\_\_\_\_

DATE: \_\_\_\_\_

POLICY COUNCIL: \_\_\_\_\_

DATE: \_\_\_\_\_

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Stars & Stripes Kids Activity Center frequently supplements the in class curriculum with off premise field trips. Parents are required to give written permission for their child to attend each field trip. Notification of a field trip will be sent home in advance of the trip, with all pertinent trip information including, destination, date, time, reason for trip, cost, and mode of transportation. Accompanying the notification paper, teachers will include a permission slip to be filled out, signed, and returned to the teacher prior to the date of the trip. The field trip permission slip must be filled out completely and accurately, and all trip costs must be paid in advance in order for your child to attend.

We do ask that parents attend the trip with their child. Parents will be responsible for driving their child to and from the field trip.

Stars & Stripes Kids Activity Center provides all required supervision for all field trips.

Parents will not be permitted to transport any child, other than their own, on a Stars & Stripes Kids Activity Center sponsored trip.

If your child is not scheduled to attend on the day of a field trip and you wish for your child to participate in the trip, please discuss this with your child's teacher at least three days prior to the date of the trip. Your child will be permitted to attend if required ratios can be maintained with his/her addition to the class. An additional day fee of \$20.00, as well as the cost of the trip and signed permission slip will be due prior to the date of the trip.

Stars & Stripes Kids Activity Center

POLICY: PARENT PARTICIPATION/VOLUNTEERS

POLICY NO.: 24

APPROVED BY: \_\_\_\_\_

EFFECTIVE DATE: \_\_\_\_\_

BOARD OF DIRECTORS: \_\_\_\_\_

DATE: \_\_\_\_\_

POLICY COUNCIL: \_\_\_\_\_

DATE: \_\_\_\_\_

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Parents are invited and encouraged to be involved in their child's school activities. There are many different ways in which parents can participate and volunteer at the child care center. Parents may volunteer to attend trips, read in the classroom, assist teachers, and/or coordinate special events. Teachers will email parents when any volunteer opportunities available. Parents not interested in volunteering don't have to.

Any parent who volunteers in the classroom on a regular basis will be required to pay for and secure all criminal background checks, as required by our licensing regulations. Any person, including parents, with felony convictions, sex offender convictions and/or open investigations into any criminal activities will not be permitted to volunteer in the classroom, or on field trips.

Parents with court orders detailing custodial arrangements will only be permitted to volunteer on days in which they are afforded custody (joint/shared custody arrangement) as per the court order. For example, if a parent is afforded custody on Tuesdays and Wednesdays, that parent will only be able to volunteer on those days. Parents with visitation only (sole/exclusive custody arrangements), will only be permitted to volunteer with the express written permission of the custodial parent.

Stars & Stripes Kids Activity Center reserves the right to make Volunteer assignments. Stars & Stripes Kids Activity Center does not guarantee the volunteering parents will be assigned to locations where their child(ren) is present.

Volunteers are not allowed to be alone with any child at Stars & Stripes Kids Activity Center. They are only to be working hand in hand with a staff member of Stars & Stripes Kids Activity Center.

Stars & Stripes Kids Activity Center

POLICY: Health Care Services Plan

POLICY NO.: 25

APPROVED BY: \_\_\_\_\_

EFFECTIVE DATE: \_\_\_\_\_

BOARD OF DIRECTORS: \_\_\_\_\_

DATE: \_\_\_\_\_

POLICY COUNCIL: \_\_\_\_\_

DATE: \_\_\_\_\_

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25.1 PRE-ENROLLMENT REQUIREMENTS

Each child is required to complete a pre-enrollment packet of information. This packet is to be returned to the center's office prior to the child's first day of attendance. All children are required to have a complete up to date immunization record on file at Stars & Stripes Kids Activity Center. This is per our licensing regulations. If you have chosen not to have your child immunized, please ask the Stars & Stripes office for an immunization waiver form. Immunizations may be waived for certain reasons. Please discuss this with the director to determine whether you have the right to be enrolled and not have your child immunized. Parents are required to have a wavier on file in place of an immunization record, so that the center can maintain compliance with licensing regulations.

All children are required to have a physical examination form filled out by a licensed medical professional, in order to attend Stars & Stripes Kids Activity Center. The Physical Examination Form, indicating the child's fitness to attend Stars & Stripes Kids Activity Center, must be completed by a licensed healthcare professional and returned to the Stars & Stripes office within the first 30 days

25.2 CHILDREN WITH SEVERE ALLERGIES

For the safety of your child, parents are required to provide a signed copy of the "Authorization For Emergency Care for Children with Severe Allergies" form, detailing any allergies, food or otherwise, from which their child suffers, at the time of enrollment or when the allergy is discovered. This form must be completely filled out by the child's physician and parent(s) or legal guardian(s), and must be updated every six months, or more frequently, as needed. In addition to this form, parents must provide a copy of any additional physician's orders and procedural guidelines relating to the prevention and treatment of the child's allergy. This form can be obtained by request from the Stars & Stripes Kids Activity Center Business Office.

Parents must also execute a "Release and Waiver of Liability for Administering Emergency Treatment to Children with Severe Allergies" form. This form releases Stars & Stripes Kids Activity Center from liability for administering treatment to children with severe allergies and taking other necessary actions set forth in the "Authorization for Emergency Care for Children with Severe Allergies" form, provided Stars & Stripes Kids Activity Center exercises reasonable care in taking such actions.

Any medication required to treat an allergic reaction must be provided in accordance with the Medication Policy detailed herein.

### 25.3 COMMUNICABLE DISEASES

Stars & Stripes Kids Activity Center follows all health/communicable disease policies as outlined in the American Academy of Pediatrics Model Health Policies and Procedures Manual. A copy of this manual is on file with the Center Director and is available upon request for review. Additionally, copies can be purchased, for a nominal fee, from the National Association for the Education of the Young Child (NAEYC).

Parents are required to pick up an ill child within 45 minutes of notification by phone. If a parent is reached, but can not pick their child up within 45 minutes, it becomes the parent's responsibility to arrange for alternate pick up with someone listed on the child's emergency contact form. The staff will not continue to call those listed on the emergency contact list once a parent is reached. If a parent can not be reached, the staff will begin to call the people listed on the emergency contact form, until arrangements can be made for the child to be picked up.

Children will be excluded from participation in the program if they exhibit symptoms of any communicable disease. They will not be permitted to return to the program until they are no longer contagious. Guidelines for determining the contagious period for a specific illness are based on the recommendations by the American Academy of Pediatrics. Children must present a doctor's note stating they are no longer contagious and can return to the program. Stars & Stripes Kids Activity Center reserves the right to refuse to allow a child to return if the center director or designee believes the child to be too ill to participate in the program.

Children excluded from the program due to a fever may not return to the program until they are fever free, without fever reducing medication, for 24 hours. If your child is sent home due to a fever, he/she is not permitted to return to the program the following day at a minimum. A fever is defined as a temperature reading on a thermometer of at least 101 degrees Fahrenheit or more as taken under the arm.

Children are required to be excluded from the program for loose bowels or diarrhea which occur 3 or more times in a 24 hours period of time. Children may return to the program when normal bowel movements resume.

If your child will be absent due to illness, we request that you notify the center director. This enables our faculty to keep track of any illnesses, which may occur at our school. This information will only be shared with faculty on a "need to know" basis. If your child has a communicable disease, we ask that you share the diagnosis with the center director, so that the parents of the children in the school maybe notified that a communicable disease is present. Once again, only the communicable disease information will be shared. Stars & Stripes Kids Activity Center will take all measures necessary to protect your child's confidentiality. You are not required to disclose this information by law, and your continued enrollment will not be based whatsoever on your decision to share, (or not) the reason for your child's absence from school.

## 25.4 BITING

Children older than 3 years of age may occasionally be involved in a biting incident. For children in this age group who bite, the staff will use the discipline procedures outlined in the discipline section of this handbook, as well as observe the child to determine what provokes or elicits this inappropriate behavior. Parents are expected to cooperate with staff to help their child control this behavior. Uncooperative parents will have their child's service terminated. Furthermore, children, in the older age groups, who bite 3 times in a school year will have their services terminated since, the safety of all the children in the program is of the utmost concern of Stars & Stripes Kids Activity Center.

Parents will be notified by incident/accident report that a biting incident occurred during the course of the day. The staff may not discuss with either parent the identity of the other child involved in the incident. This information is considered to be confidential and cannot be disclosed. The staff of Stars & Stripes Kids Activity Center cannot discuss the medical history of any child involved in a biting incident with the other party. It is recommended that any child involved in a biting incident be seen by their family physician if the parents are concerned about communicable diseases possibly resulting from the biting incident.

## 25.5 DISPENSING MEDICATION

Stars & Stripes Kids Activity Center will only dispense over-the-counter and/or prescription medication that is in original, labeled containers, and is accompanied by a doctor's note with explicit dosage and administration instructions. Stars & Stripes Kids Activity Center will only give medication to the child for whom the doctor's note is written and for whom the medication container is labeled. One doctor's note per course of treatment is required. If a child, for example, is to be given a course of antibiotics for 10 days, the doctor's note must identify the dates that the medication is to be given.

Parents are required to complete a Medication Form each day that medication is to be dispensed. Medication Forms can be found on our website [www.StarsandStripesKids.com](http://www.StarsandStripesKids.com). Medication Forms, doctor's notes and medication are to be turned into the Stars & Stripes Kids Activity Center Business Office.

Stars & Stripes Kids Activity Center will dispense over-the-counter, fever reducing/pain medication (ex. Children's Tylenol, Children's Motrin) on an as needed basis, with a doctor's note detailing the recommended reasons for administration and appropriate dosage. Parents are required to supply an unopened bottle of the fever reducing/pain medication clearly labeled with their child's name. (One note and bottle of fever reducing/pain medication is required per child.) Prior to administering fever reducing/pain medication, staff will contact a parent or person listed on emergency contact form, if a parent can not be reached, to inform them of our need to administer the medication. Staff will also inform the parent or emergency contact person if it is necessary for the child to be picked up due to illness. Refer to the policy listed above regarding picking up ill children.

Parents are responsible for ensuring that all prescription medication is properly labeled by a pharmacist and replaced prior to the expiration date.



## 25.6 FIRE/EMERGENCY DRILLS

Stars & Stripes Kids Activity Center conducts fire and emergency/evacuation drills. Parents, staff and children will not be made aware of drill dates or times, as this is the most effective way to assess the effectiveness of fire and emergency/evacuation plans.

During a fire/emergency drill or real fire/emergency situation, parents may not sign children into or out of the program. Parents must wait until the drill is complete and children have returned to the building to sign their child into the program. Parents may feel free to wait with the child's class in the designated safe-zone outside of the building until the drill is complete.

In the event of a real fire/emergency situation, the director or designate will inform each classroom teacher that the school will be closing. At this time any parents waiting to sign their child in will have to leave the premises with their child. All other parents or emergency contact persons will be notified by telephone of the situation. As with the sick child pick up policy, children must be picked up within 45 minutes of the telephone call.

Parents wishing to sign their child out of the program during a fire/emergency drill or real fire/emergency situation are expected to have patience with the staff as they are trying to maintain order during an often hectic and dangerous situation. If the center is in the midst of a fire/emergency drill, parents will be required to wait until the drill is completed and the staff and children are returned to the building to sign their child out of the program. If the center is having a real fire/emergency situation, parents will be asked to wait until the director or designee has accounted for all staff and children and gives the staff permission to release children. Once again, it is important for parents and staff to work together, remain calm, and cooperate with the fire/emergency personnel and center administration during these important and critical situations.

## 25.7 ALTERNATE SAFE LOCATION

Should the administration of Stars & Stripes Kids Activity Center or any emergency services personnel determine the building which houses the child care agency to be too dangerous to be occupied, the staff and children will be taken to a safe location on our property. Once the children are assembled here, the staff will begin contacting parents or emergency contact persons for pick up. As stated before, children must be picked up within 45 minutes of the telephone call.

## 25.8 INCIDENT/ACCIDENT REPORTS

Should your child be involved in an incident/accident during the course of the school day, a staff member will complete an Incident/Accident Report. The Incident/Accident Report will be placed in a sealed envelope and put in the child's folder.

Parents or persons designated to act "in loco parentis" are required to sign any incident/accident reports from the day at pick-up. The classroom teacher will be able to briefly discuss the matter with you at pick-up. However, should you feel it necessary to have an in depth discussion or meeting, it is most appropriate to schedule the meeting for a later

date because the teacher is responsible for supervising the remaining children in the classroom. A telephone conference may be scheduled for later in the day or for the next day at nap/rest time if the parent(s) is unable to meet at the center during the course of the day.

Should a person other than the parent or one designated to act "in loco parentis" pick-up the child, a parent or person designated to act "in loco parentis" must sign the Incident/Accident Report and return a copy to the center director within 24 hours. Failure to sign and return an Incident/Accident in this time period will result in your child's exclusion from the program until such time as the Report is returned signed.

## 25.9 FOODS

Stars & Stripes Kids Activity Center will provide snacks the children will have during the day. There are many variations to the food menus and schedules.

### **All age groups:**

For the safety of your child, parents are required to provide notification, in the form of a doctor's note, of any allergies (food or otherwise), with instruction for treatment should a child have an allergic reaction. Please refer to the Health and Safety Policies contained herein for further information.

Parents are required to provide written notification of any food/dietary restrictions. (I.e. lactose intolerance, vegetarian diets, wheat free/gluten free diets)

Stars & Stripes Kids Activity Center never uses food as a punishment. Children will never be denied participation in lunch or snack time for behavior reasons.

### **3 year and older classrooms:**

Stars & Stripes Kids Activity Center offers children a morning snack at approximately 10:30 a.m. Stars & Stripes Kids Activity Center DOES NOT serve breakfast.

All snacks are family style, with the children sitting at tables, to promote good manners, eating habits and socialization skills. Staff will encourage children to eat their healthy snacks.

Stars & Stripes Kids Activity Center curriculum focuses on developing healthy, well-balanced eating habits. Stars & Stripes Kids Activity Center will provide a healthy snack for their children each day they are in attendance. Stars & Stripes Kids Activity Center will provide water for children who wish to have it. Snack food will be healthy, such as fruit, vegetables and the like.

Stars & Stripes Kids Activity Center prohibits any food item in glass containers, as well as aluminum cans. These can be safety hazards for the children and staff.

Stars & Stripes Kids Activity Center will provide a healthy morning and afternoon snack for all children in 3 years of age and older age groups, including water, fruit juice and/or milk. A list

of the daily snacks available to the children will be posted in the classroom on a monthly basis.

## 25.10 NOT A PEANUT FREE CENTER

We recommend due to the extreme nature of allergic reactions to Peanuts and products containing peanuts in some children, Stars & Stripes Kids Activity Center will attempt to not serve peanuts and/or foods containing peanut products on Stars & Stripes Kids Activity Center property, and/or at Stars & Stripes Kids Activity Center sponsored events. These peanut allergies can be so severe that exposure to peanuts can result in an anaphylactic reaction. An allergic child can have a reaction from simply smelling peanuts on someone's breath, or touching peanut oil residue left on a counter top, not only from consuming peanuts or peanut products.

Parents are responsible for providing foods that are peanut and peanut product free for their child's snack. We have included for your reference a list of acceptable food items that are peanut, and peanut product free. However, this is only a partial listing of foods. There are many acceptable food items that are peanut, and peanut product free in stores. The important thing to remember is to read the label of every food item you send to school with your child. Many foods which we do not think of as containing peanuts, or peanut products have in fact been made in the same factories as peanut containing foods and are therefore considered to be contaminated. When reading the label look at not only the ingredients listed, but for statements such as, "may contain traces of peanuts." For example, Plain Chocolate M & M's have this statement on the label.

Due to the possibility of cross-contamination, (this occurs when one food is prepared with items previously used to prepare foods with peanuts, or peanut products), Stars & Stripes Kids Activity Center does not allow homemade snacks at the center. While Stars & Stripes Kids Activity Center understands that parents enjoy providing homemade snacks for birthdays and holidays, we must be mindful of the safety of all children enrolled at Stars & Stripes Kids Activity Center.

Since Stars & Stripes Kids Activity Center is not a peanut free environment, parents can purchase the items to make homemade snacks and make arrangements with the classroom teacher to make the snacks as part of a classroom lesson.

## 25.11 FIREARMS AND WEAPONS

At no time is any person permitted to carry any type of Firearm, Ammunitions and/or Weapon on agency property for any reason. Violation of this policy will result in immediate dismissal from the program.

## 25.12 UNIVERSAL PRECAUTIONS

The following preventive measures are to be used to reduce the spread of all infectious and contagious diseases.

1. Wash hands regularly. Hand washing is the best way to protect both child and caregiver. Please see the Hand washing Procedures below

2. Wear disposable gloves while cleaning up blood, bloody saliva, urine, feces, or vomit, especially if there is a skin rash or open cut on your hands. Wash hands with soap under running water.
3. Wear disposable gloves when changing a child's diaper.
4. Change gloves after contact with each child. Throw away disposable gloves after each use. Wash hands after wearing the gloves.
5. Place disposable diapers in a plastic bag. Tie the bag securely.
6. Supervise toilet-trained children to ensure that they wash their hands well after using the rest room.
7. Clean up blood and bodily fluids on surfaces with cleaning solution in green spray bottle and wipe clean. Then spray area with sanitizer in red spray bottle and let sit for 5-10 minutes before wiping. Have mouth pieces or resuscitation bags on hand to minimize the need for mouth-to-mouth resuscitation in an emergency.

### **Blood borne Pathogens:**

The Blood borne Pathogens policy covers all employees who may "reasonably anticipate" coming into contact with human blood and other potential infectious materials, which includes only bodily fluid that is visibly contaminated with blood.

1. Employees may in the course of her or his daily activities come into contact with potentially infectious materials. Those situations are, but not limited to the following:
  - a. providing assistance after an accident has occurred with children, employees, parents and/or volunteers.
  - b. assisting children during medical procedures, e.g., nose bleeds, times of illness, etc.
  - c. diapering children or cleaning up after a child has a toileting accident.
  - d. handling of potentially infectious material such as soiled clothing, tissues and diapers.
2. All employees must adhere to the Universal Precaution Policy.
3. If an employee or volunteer has been exposed to a blood borne pathogen during the course of agency business, she or he must notify her or his supervisor immediately.
4. Stars and Stripes Activity Center will make available to the employee or volunteer, laboratory tests and follow-up medical evaluation which documents the circumstances of the exposure after the exposure has been reported to the supervisor.
5. Stars and Stripes Activity Center will provide the required blood borne pathogen training within six months of hiring new staff.

### **Hand washing Procedures:**

The program follows these practices regarding hand washing:

Hand washing is required by all staff, volunteers, and children. Teachers will assist children with hand washing as needed to successfully complete the task.

Children and adults wash their hands

- on arrival for the day;
- after diapering or using the toilet (use of wet wipes is acceptable for infants);
- after handling body fluids (e.g., blowing or wiping a nose, coughing on a hand, or touching any mucus, blood or vomit);
- before meals and snacks, preparing or serving food, or after handling any raw food that requires cooking (e.g., meat, eggs, and poultry);

- after playing in water that is shared by two or more people;
- after handling pets and other animals or any materials such as sand, dirt, or surfaces that might be contaminated by contact with animals; and
- when moving from one group to another (e.g., visiting) that involves contact with infants and toddlers/twos.

Adults also wash their hands:

- before and after feeding a child;
- before and after administering medication;
- after assisting a child with toileting; and
- after handling garbage or cleaning.

Proper hand-washing procedures are followed by adults and children and include:

- using liquid soap and running water
- rubbing hands vigorously for at least 20 seconds, including back of hands, wrists, between fingers, under and around any jewelry, and under fingernails
- rinsing well
- drying hands with a paper towel, a single-use towel, or a dryer
- avoiding touching the faucet with just-washed hands (e.g., by using a paper towel to turn off water.)

Staff wear gloves when contamination with blood may occur. Staff do not use hand-washing sinks for bathing children or removing smeared fecal material.

**Note:** The use of alcohol-based hand rubs in lieu of hand washing is not recommended for early education and child care settings. If used as a temporary measure, a sufficient amount must be used to keep the hands wet for 15 seconds. Because the alcohol-based hand rubs are toxic and flammable, they must be stored and used according to the manufacturer's instructions.

### **Sanitizing Toys:**

All equipment and toys will be sanitized daily. All plastic toys will be run through the commercial dishwasher once a week. Any cloth toys, dramatic play, etc. will be run through the washing machine weekly. Toys that children have in their mouth will be washed immediately after use and prior to another child using it.

### **25.13 Pest Management:**

As part of our licensing regulations, Stars and Stripes Activity Center will notify you by email and signs around the building a minimum of 3 days prior to any pesticide applications.

## PEANUT FREE FOOD IDEAS

Carrot Sticks	Oreos
Celery	Chips Ahoy (Large Cookies)
Peppers	Teddy Grahams
Broccoli	Shortbread
Applesauce	Rice Krispy Treats (Original Flavor)
Grapes	Fruit By the Foot
Oranges	Fruit Gushers
Apples	Nutri Grain Fruit Bars
Bananas	Full Size Ritz Crackers (Not Ritz Bits)
Melon	Chicken Salad
Raisins	Dried Fruit
Plain Cheerios	Cashews
Pistachios	Yogurt
Cheese	Lunch Meat
Cream Cheese	Jelly (Not contaminated by peanut butter)
Tuna Fish	Egg Salad
Pretzels	Potato Chips (Not Fried in Peanut Oil)
Goldfish Crackers	Graham Crackers
Popcorn	Jell-O
Pizza	Popsicles

This list is not inclusive and is only meant as a guide. Please read the labels of all food brought to the center to be sure that it does not contain peanuts and/or peanut products.

Peanuts are not from the NUT family. They are a legume. This is why cashews and pistachios (and other items in the NUT family) are permitted.

Stars & Stripes Kids Activity Center

POLICY: STAFF EMPLOYMENT BY CLIENT'S POLICY

POLICY NO.: 26

APPROVED BY: \_\_\_\_\_

EFFECTIVE DATE: \_\_\_\_\_

BOARD OF DIRECTORS: \_\_\_\_\_

DATE: \_\_\_\_\_

POLICY COUNCIL: \_\_\_\_\_

DATE: \_\_\_\_\_

\*\*\*\*\*

The staff of Stars & Stripes Kids Activity Center is prohibited from being employed by any client (current or former). Parents are prohibited from soliciting any staff member for the purpose of employment. Parents who employ Stars & Stripes Kids Activity Center staff will have their services terminated and any deposits will be forfeited. Staff who becomes employed by current or former clients of Stars & Stripes Kids Activity Center will have their employment with Stars & Stripes Kids Activity Center terminated.

Employment refers to any relationship outside of the agency's services which involves an employee of Stars & Stripes Kids Activity Center to interact with a current or former client's of Stars & Stripes Kids Activity Center. Such relationships include but are not limited to, baby-sitting, house-sitting, mother's helper, nanny services, and carpooling regardless of whether or not those services are voluntary or paid.

Stars & Stripes Kids Activity Center

POLICY: AGENCY CONTACT INFORMATION

POLICY NO.: 27

APPROVED BY: \_\_\_\_\_

EFFECTIVE DATE: \_\_\_\_\_

BOARD OF DIRECTORS: \_\_\_\_\_

DATE: \_\_\_\_\_

POLICY COUNCIL: \_\_\_\_\_

DATE: \_\_\_\_\_

\*\*\*\*\*

Stars & Stripes Kids Activity Center 4630 White Lake Road Clarkston, MI 48346 (248) 625-3547



## FORMS

Signature Page(s) (One for each Custodial Parent and/or Legal Guardian) A

Authorization for Emergency Care of Children with Severe Allergies B

Release and Waiver of Liability for Administering Emergency Care to  
Children with Severe Allergies C



I/We, \_\_\_\_\_, the parent(s)/legal guardian(s) of \_\_\_\_\_, acknowledge that I/We have received a copy of Stars & Stripes Kids Activity Center's Parent Handbook and have been given the opportunity to read the manual and ask questions about and understands the policies contained therein. Furthermore, I/We agree to abide by the policies set forth in the manual.

I/We understand that the policies described in the Parent Handbook are not conditions of enrollment, and the language does not create a contract between Stars & Stripes Kids Activity Center and the parents. Stars & Stripes Kids Activity Center reserves the right to alter, amend, or otherwise modify these guidelines, in its sole discretion, without prior notice.

I/We acknowledge that this Parent Handbook is the property of Stars & Stripes Kids Activity Center, and must be returned to Stars & Stripes Kids Activity Center when the aforementioned child is no longer enrolled at Stars & Stripes Kids Activity Center. I/We acknowledge that our failure to return the Parent Handbook to Stars & Stripes Kids Activity Center, within 5 business days following the end of enrollment, will result in a fee of \$100.00.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_



## AUTHORIZATION FOR EMERGENCY CARE OF CHILDREN WITH SEVERE ALLERGIES

Date:

Dear Health Care Provider,

Your patient, \_\_\_\_\_ is enrolled in Stars & Stripes Kids Activity Center and we have been requested to provide certain emergency care for the prevention of anaphylaxis in the event the child comes into contact with a certain allergen(s), as described below. Please complete Part I of this instruction record. This record will remain in the child's file at Stars & Stripes Kids Activity Center so we may assist with the allergy care and needs of the child. If you need to provide further instructions or clarifications, please do so on a separate sheet of paper, which will become a part of this record and will be kept with this form in the child's file at Stars & Stripes Kids Activity Center.

### PART I (to be completed by a Licensed Health Care Provider)

Child's Name: \_\_\_\_\_ Child's Birth Date: \_\_\_\_\_

**Known Allergens:** (Please provide a complete list of all events and/or substances that may trigger a severe allergic reaction (i.e. Anaphylactic shock) in the child.)

\_\_\_\_\_ Bee Sting

\_\_\_\_\_ Other Insect Bite(s): (identify): \_\_\_\_\_

\_\_\_\_\_ Animal(s): (identify): \_\_\_\_\_

\_\_\_\_\_ Food Allergy: (identify all foods or groups of foods that must be avoided): \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Other: (identify): \_\_\_\_\_

**SYMPTOMS:** (Please provide a complete list of all symptoms that indicate the child has come into contact with an allergen and requires emergency treatment.)

\_\_\_\_\_ Shortness of Breath

\_\_\_\_\_ Swelling of the Face or Lips

\_\_\_\_\_ Hives

\_\_\_\_\_ Vomiting

\_\_\_\_\_ Diarrhea

\_\_\_\_\_ Other: (explain): \_\_\_\_\_

**PROCEDURES:** (Please indicate all steps necessary and the order in which they should be taken.)

\_\_\_\_\_ Administer the following Medication: (provide name, dosage, and method of administration): \_\_\_\_\_

\_\_\_\_\_ Administer EPI-PEN: (provide instructions for administration)

\_\_\_\_\_ Call Emergency Medical Services (911)

\_\_\_\_\_ Call the child's parent or guardian

\_\_\_\_\_ Other (explain): \_\_\_\_\_

\_\_\_\_\_ DO NOT administer medication in the absence of KNOWN exposure to allergen

**RECREATIONAL ACTIVITIES:**

1. The child may participate in recreational activities. [ ] yes [ ] no

2. Recreational Activity Restrictions: [ ] none [ ] some restrictions  
(explain recreational activity restrictions): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**HEALTH CARE PROVIDER INFORMATION:**

Office: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PART II: (to be completed by the child's Parent(s) and/or Legal Guardian)**

**By Signing this form, I/We authorize Stars & Stripes Kids Activity Center to follow the instructions contained in this Authorization For Emergency Care of Children with Severe**

**Allergies Form. I/We agree to update this form every six (6) months, or sooner if my/our child's needs change.**

**PARENT(S)/LEGAL GUARDIAN(S):**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

Emergency Contact #: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

Emergency Contact #: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

This completed Authorization for Emergency Care for Children with Severe Allergies Form was received by Stars & Stripes Kids Activity Center on (date) \_\_\_\_\_. This Form must be updated by (date) \_\_\_\_\_.

Received By: (Print Name) \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_



## **RELEASE AND WAIVER OF LIABILITY FOR ADMINISTERING EMERGENCY CARE TO CHILDREN WITH SEVERE ALLERGIES**

This is a RELEASE AND WAIVER OF LIABILITY FOR ADMINISTERING EMERGENCY TREATMENT TO CHILDREN WITH SEVERE ALLERGIES (hereinafter, referred to as the "Release")

Made this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_\_\_, by and between Stars & Stripes Kids Activity Center and \_\_\_\_\_ (Parent(s)/Legal Guardians) who are the Parent(s) and/or Legal Guardian(s) of \_\_\_\_\_ (child's name).

WHEREAS, Stars & Stripes Kids Activity Center provides child care services and the Parent(s)/Legal Guardian(s) have engaged Stars & Stripes Kids Activity Center to provide child care services for \_\_\_\_\_ (child's name);

WHEREAS, Stars & Stripes Kids Activity Center has been requested by the Parent(s)/Legal Guardian(s) to administer emergency treatment (including the administration of epinephrine) to the child during certain emergency situations when the child has come in contact with an allergen and is in danger of anaphylaxis, as prescribed in writing on the child's "Authorization for Emergency Care of Children with Severe Allergies Form" all in accordance with and subject to Stars & Stripes Kids Activity Center's policy for administering emergency treatment to children with severe allergies.

NOW THEREFORE, in consideration of the agreements and covenants contained herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto hereby agree as follows:

1. Parent(s)/Legal Guardian(s) hereby release and forever discharge Stars & Stripes Kids Activity Center and its employees or agents from any liability arising in law or equity as a result of Stars & Stripes Kids Activity Center's employees or agents administering epinephrine and providing other emergency care in conformance with the child's "Authorization for Emergency Care of Children with Severe Allergies Form" (hereinafter referred to as the "Authorization"), provided that Stars & Stripes Kids Activity Center has used reasonable care in administering epinephrine and in providing other authorized care in accordance with the Authorization.
2. This Release shall be governed by the laws of the State of \_\_\_\_\_ which is the location of the Stars & Stripes Kids Activity Center facility in which the child is enrolled, excluding its choice of law Provisions.
3. This Release supersedes and replaces all prior negotiations and all agreements proposed or otherwise, whether written or oral, concerning all subject matters covered herein. This instrument, along with the Authorization (including any additional health care provider's instructions or clarifications), that is hereby incorporated by reference, constitutes the entire agreement among the parties with respect to the subject matters discussed herein.

4. The reference in this Release to the term Stars & Stripes Kids Activity Center shall include Stars & Stripes Kids Activity Center its affiliates, successors, directors, officers, employees, and representatives. The terms Parent(s)/Legal Guardian(s) shall include the dependents, heirs, executors, administrators, assigns, and successors or each.
5. If one or more of the provisions of this Release shall for any reason be held invalid, illegal or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect or impair any other provision of the Release. This Release shall be construed as if such invalid, illegal, or unenforceable provisions had not been contained herein.

Stars & Stripes Kids Activity Center:

Center Address: \_\_\_\_\_

\_\_\_\_\_  
Name: (print) \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

PARENT(S)/LEGAL GUARDIAN(S):

Name: (print) \_\_\_\_\_

Signature: \_\_\_\_\_

Relationship: \_\_\_\_\_

Date: \_\_\_\_\_

Name: (print) \_\_\_\_\_

Signature: \_\_\_\_\_

Relationship: \_\_\_\_\_

Date: \_\_\_\_\_