



Parent Handbook

Mission Statement

To provide high quality child care that meets the educational and social/emotional needs of children. To encourage children to explore, discover and learn in a home away from home. To provide nurturing child care that gives children the opportunity to develop and 'Take Flight' in their education!

Take Flight Child Development Center

Address: 1800 N Burkhart Rd, Howell, MI 48855

Phone: (517) 915-8550

Website: www.takeflightcdc.com

Email: takeflightcdc@gmail.com

Direct Line to Castaway Play Café:(517)-545-7386

In the event of an emergency or if you have an urgent reason to contact our center, and you are unable to get through on our main line you may call the direct line to Castaway Play Café for immediate assistance.

Welcome to Take Flight Child Development Center!

We are delighted that you have chosen our center to provide for the needs of your child. You and your family are encouraged to visit our center prior to the first day of enrollment to give our teachers, and your child, an opportunity to meet and become better acquainted. It will make separating on the first day a bit easier. The Parent Handbook has been written to describe our program, philosophy, policies, and all the practical details that go into making each day as happy and successful as possible. Please carefully read this handbook and keep it for future reference. The staff at Take Flight would be glad to address any of your questions or concerns. Once again, welcome!

Hours of Operation

Regular hours of business are Monday – Thursday 7:00am – 5:30pm, Fridays 7:00am – 3:30pm.

Days TFCDC is Closed for Business

We are closed for business on the following days: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the Friday after Thanksgiving, Christmas Eve Day and Christmas Day and New Year's Eve. If any of the above holidays fall on a weekend, the closest Friday or Monday will be selected. We also have a small Holiday Break that we are closed on the days between Christmas and New Years Day. Regular tuition is expected as our teachers are paid for these days.

Unexpected Closings

Take Flight Child Development Center will be open on Howell public schools designated "snow days"--we may open late if necessary. On a rare occasion our center may be forced to close due to a situation beyond our control (e.g., ice storm, electrical outage, no water service). Every attempt will be made to inform parents of an emergency closing. In cases where TFCDC is told we must close temporarily, and it is beyond our control, tuition is still due. TFCDC will make every effort to discount, or credit accounts as necessary.

Enrollment and Tuition

Children between the ages of 6 weeks and Twelve Years are eligible for enrollment at Take Flight Child Development Center. Children may attend the center for a 10 hour block between 7:00am and 5:30pm, Monday through Thursday and 7:00am-3:30pm on Fridays. All enrollment and tuition fees are required to be paid on Brightwheel. This is our secure billing platform. Invoices are sent monthly from Brightwheel to your email. All payments must be made by credit/debit on our Brightwheel App, this is our only Method of Payment.

Documents to be completed and returned before enrollment are:

- Child Enrollment Form
- Child Information Record (4x6 card)
- Immunization Record (if applicable)
- Health Appraisal
- Policy and Handbook Contract
- Non-Prescription Release
- Infant/Toddler Supplemental Information Form (if applicable)
- Autopay on Brightwheel
- Complete **ONLINE** Castaway Play Café Structure Waiver at castawayplay.com

A 7% discount is offered to families with more than one child enrolled. This applies to full-time enrollment only. (School-age full time=AM care, PM care and No school days)

Tuition for full or part time child care is based on one of the two following options:

- Monthly Payment-due the 1st day of each month. Late after the 5th day.
Tuition X 50 weeks ÷ 12 months= Rate due
- Weekly Payment-due by 6:00 pm on the Friday before care takes place. Considered late after 6pm.
Tuition is based on 52 weeks.

We do not trade a scheduled day for another day. Parents may request an added day or extended hours to a day. We will check our schedule and will let you know if an opening is available.

Registration Fee

A \$100.00 one-time registration fee is due at the time of registration. This is a one-time, non refundable charge. If a child is withdrawn then re-enrolls at a later date, a second enrollment fee will be expected. In the event that after registration or tuition is paid, and you need to withdraw your child's enrollment, the registration fee and tuition is non-refundable.

Withdrawal & Dismissal Policy

A two-week notice is required before withdrawing a child from our center. Account must be paid in full before withdrawing—including your child's tuition for that two-week period. Any account past due at time of disenrollment will be paid through our electronic withdrawal option.

The director at Take Flight reserves the right to cancel the enrollment of a child at his/her discretion, or for the following possible reasons:

- Non-payment or excessive late payments of tuition and fees.
- Not observing the rules of the center as outlined in the parent agreement.
- Child has special needs that we cannot adequately meet with our current staffing patterns.
- Physical and/or verbal abuse of staff or children by parent or child.
- Expired or non-immunizations and/or physical.

School Age Tuition

The School-Age tuition is computed according to the first day of enrollment until the last day scheduled for the school year. The total is then divided by 9 months, Sept-May (June is divided into previous summer camp months.) The "Set Monthly Payment" is due the first day of each month and is considered late after the fifth day. Tuition is expected according to the child schedule, not according to the actual days attended.

Fees

- A \$15 fee is charged for late tuition payment on the 5th of the month. Special payment arrangements may be made in advance with the director.
- Any child who is in our care for more than 10 hours in one day will be charged an additional \$20 fee for each day.
- Two-week notice required for any schedule change. The first schedule change is free. Additional changes will require a \$25 Schedule Change Fee.

Tuition is expected for days your child may be absent due to illness, family emergencies, doctor visits, hospitalizations, vacations, or any other reason. Please note that tuition rates do not change in the event of a week including a holiday. After extensive research, we have found our policy to be consistent with other schools and child day care centers. Because our costs remain the same throughout the year, we rely on the specified tuition to be paid each week in order to meet our expenses. Consequently, as much as we might like to, we cannot make allowance for any days missed in your regular attendance schedule.

For other fees see: **Drop off and Pick up & Enrollment and Tuition** Sections

DHS Child Care Assistance Policy

Parents receiving DHS child care assistance must pay the full regular tuition rate until the authorizing paperwork is delivered to us for DHS billing. Upon our receipt of DHS payment, your account will be credited towards the following month. You are responsible to directly pay us your DHS co-payment each month. Rate may vary according to DHS disbursement. If DHS billing lapses it is your responsibility to pay the full tuition amount until DHS notifies us otherwise.

Parent/Staff Communication

Proper communication between our parents and the teachers and staff of Take Flight is extremely important. Teachers will be sending home information on a regular basis. All parents will receive daily reports through our Brightwheel app. Each child is provided with a mailbox and/or cubby in their classroom. Families with two households will be provided two mailboxes. Please check these daily for notes, newsletters and completed art work or activities. You are welcome to call to arrange a meeting with your child's teacher for any reason--even just to become better acquainted! Concerns about any aspect of our program, or your child's care, may be expressed to the center director.

Remember to communicate in writing any changes in your child's schedule. We must be informed, in writing, regarding any changes in the person picking up your child. You may add or delete names of authorized adults allowed to pick-up your child on the Child Information Record.

Our main office must be informed of any of the following changes:

- address and/or phone numbers, or e-mail address
- parent/guardian employment,
- health/immunizations up-dates, or;
- other pertinent information related to your child.
- In addition, if you are a family that uses English as a second language we will make an effort to communicate to you in your chosen language if requested.

Drop-off and Pick-up Policies

Drop Off: Parents are expected to accompany their child into the center. The teachers are glad to assist you and your child at your drop-off time. Teachers however, will not assume direct responsibility for your child until you are ready to walk out of the building. It is important for the teacher to keep a watchful eye on all the children in his or her care. You are welcome to stay for a short while and assist your child through this transition. Simply notify the classroom teacher when you are ready to leave and the teacher will assist.

Pick-up: Only the individuals listed on the Child Information Record, or on a written permission note from the parent, will be allowed to leave with a child. The staff is expected to request a picture I.D. from any unfamiliar person (including grandparents). If there is any concern, the staff of Take Flight reserves the right to deny a person's request to pick-up a child. Parents are expected to assume full responsibility for their child once they enter the classroom. Your child's classroom teacher may be available at pick-up time for short questions. For longer discussions or particular concerns please schedule an appointment.

Pick-up Fees: Children enrolled on a part-time basis are expected to be picked-up at the agreed upon daily time. The parent or guardian of a child not picked-up until after the scheduled time, or past closing (5:30pm), will be charged \$1 per minute. Families who pick up late more than 3x, in a one year period, will pay \$5 per minute after 5:30pm. All late fees are expected by 5:30pm the following day. This fee applies per family. Payment should be given directly to the staff member. Excessive abuse of late pickup times can result in disenrollment.

Items Needed

Take Flight Child Development Center will provide an AM and a PM snack for your child.

Items below are needed:

- A blanket for rest time, to be kept at the Center (taken home on the last day of care each week to be washed)
- An extra change of clothes - This is required to be kept at the center or brought in daily as accidents, spills and food messes could happen at any time. If wet or dirty clothes are sent home, please return a clean extra set of clothes the next morning.
- Any additional clothing needed for outdoor activities appropriate to the weather (Coats, Gloves, Hats, Snow Pants, Boots) - to be sent home at the end of the day - or you may choose to leave a second set at the Center for your child.

(All clothing including coats and boots must be labeled clearly with your child's name.)

- We highly recommend that personal items and toys are not brought to the Center. We cannot guarantee they will not be lost or broken. We understand that students sometimes need a small item or toy from home to feel comfortable. On the occasion that this happens, we will do our best to work with you and your child to make it a positive sharing experience. Take Flight will not be responsible for any lost or broken items.

Important...there are four things we feel strongly must remain at home: toy guns, gum, money, and candy.

Diapers & Toilet Training

Parents supply all diapers at Take Flight. Wipes will be provided by the center unless the parent makes alternate arrangements. Our teachers are experienced in training young children in how to use the bathroom. It is essential that the parent and teacher communicate about the needs of the child and work together to make this developmental milestone positive and successful. We recommend that when in training, your child be dressed in "user-friendly" clothing. Overalls, zippers, and snaps are difficult for small children to manage-- especially in a hurry! While toilet training, parents are to provide lots of thick training underwear, socks, and outer clothing. We do not allow the use of "pull-ups" at Take Flight. They seem to only delay the toilet training process plus they require extra time to change.

Child Illness Policy

You are the best judge of your child's health and we trust you will not bring a sick child to the center. However, if while in our care your child becomes ill, displays an unknown rash, or acts out-of-character your child's teacher will consult the director and you may be called to come take your child home. When called, you (or an alternate emergency person) are expected to come within the hour. This is to protect the health of your child and his/her classmates. Your cooperation is greatly appreciated.

The following criteria will be considered in determining if your child must go home:

- Unknown rash will need to be seen by a physician and the child can return to school by the written recommendation made by the doctor. A doctor note is required.
- Fever of 100.9° or higher. The child must be fever free for 48 hours without the aid of Tylenol, or other fever reducing medications. For a mild fever, muscle aches, toothache, or headache Tylenol (supplied from home) may be administered. *See Medicine below.
- Diarrhea (more than two loose, watery stools) - The child may return when bowel movements are normal, and no other symptoms of illness are present.

- Vomiting -Any vomiting is a reason to send a child home or keep a child home. Consideration will be taken if your child is allergic to certain food/drink products or on medication. The child may return 24 hours after the last time he/she vomited, and no other symptoms of illness are present.
- Persistent cough or runny nose for an extended period of time (cough suppressants and/or allergy medications are not recommended unless prescribed by a doctor). Children may return 24 hours cough free without the aid of cough suppressant, or allergy medication.
 - Crying and irritable for a long time, or not eating or drinking normally. Anytime a child is not themselves, cannot be soothed by a teacher, requires one-on-one care, complaining about discomfort, or not interacting with the class is reason to take a Wellness Day and spend time in the comfort of their own parent(s) arms.
- Highly contagious condition such as:
 - COVID-19: See our most current COVID policy.
 - Head lice: suggested treatments available upon request. Child must be nit free to return to school.
 - Chickenpox and Hand Foot Mouth: Child must be fever free and sores scabbed over.
 - Strep throat: Child must have 24 hours of antibiotics in his/her system.
 - Mumps, pin worm, impetigo, conjunctivitis (pink eye), etc: Follow doctor's recommendations or WCHD method of treatment. Information from our main office is available upon request.

If your child is too ill to play outside with his or her class, or participate in regular classroom activities, then your child is too ill to attend the center.

***If questions arise as to the appropriateness of a child's return to the center, the final decision will be that of the Center Director or Assistant Director.**

Immunizations and Physicals

All children who attend childcare programs in Michigan are required by law to be fully vaccinated. Take Flight requires all children enrolled in the program to be immunized. Families must contact their local health department to obtain a signed certified Nonmedical Waiver Form for delayed vaccines. A *Health Appraisal* form is required prior to enrollment. This form requests a record of your child's immunizations and date of last physical examination.

***Important: It is your responsibility as parent or guardian, to maintain up-to-date immunizations and physicals for your child (ren). Updates must be reported to the center director in writing.**

The Michigan Department of Health requires the following immunizations:

Children Ages 2 Months through 3 Months

- 1 dose of diphtheria, tetanus, pertussis (DPT)
- 1 dose of polio vaccine
- 1 dose Haemophilus influenza type b vaccine
- 1 dose of hepatitis B vaccine 1 dose pneumococcal conjugate (PCV)

Children Ages 4 Months through 5 Months

- 2 doses DPT
- 2 doses polio vaccine
- 2 doses Haemophilus influenza type b vaccine
- 2 doses hepatitis B vaccine
- 2 doses pneumococcal conjugate (PCV)

Children Ages 6 Months through 18 Months

- 3 doses DPT
- 2 doses polio vaccine
- 2 doses Haemophilus influenza type b vaccine
- 2 doses hepatitis B vaccine
- 3 doses pneumococcal conjugate (PCV)

Children Ages 19 Months through 4 Years

- 4 doses diphtheria, tetanus, pertussis (DPT)
- 3 doses polio vaccine 4 doses pneumococcal conjugate (PCV)
- 3 doses hepatitis B Complete series, or
- 1 dose Haemophilus influenza type b (Hib)
- 1 dose measles, mumps, rubella vaccine
- 1 dose Varicella

A ***Health Appraisal*** record of your child's physical exam must be submitted and is also a requirement by the Michigan Department of Health. A medical examiner must sign and date this form.

Physical regulations are as follows:

- *Children younger than 2 ½ years--* must have a physical within 3 months preceding enrollment and repeated yearly.

- *Children 2 ½ years to kindergarten*-- a physical must be within the previous year (before enrollment) and repeated every 2 years.
- *Kindergarten children and older*--parents must sign the Physical Health/Immunizations Parental Acknowledgement for School-Age Programs letter. A new letter must be signed yearly.

Medicine

Non-prescriptive medication (Tylenol, nose drops, etc.) as well as prescription medication will only be administered after a parent signs, and dates a form entitled, Medication Permission. The parent must provide all medications. Prescription medication must be in the original container and labeled with the child's name. A parent or guardian must administer the first dosage under their supervision; never the center staff. We will not administer cold medications to any child.

Staff cannot administer medication (prescription or over the counter) without the proper dosage for that child listed on the container. If the container reads, "Consult/see Doctor" then a note from the doctor with the child's weight, and the dosage recommended, must be provided. Medication will be stored per the manufacturer's recommendations. We have locked cupboards, and containers for the refrigerator, for the storage of medication. A Non-Prescription Release form for other applications such as diaper wipes, sun block, soap, etc. will be signed upon enrollment.

Meals, Snacks and Food Allergies

Milk, Water, Formula and Breastmilk: The center will provide milk during our AM Snack and with Lunch. Water will be served with our PM snack and anytime throughout the day. Parents will provide formula or breast milk for children up to the age of 12 months. TFCDC will provide whole vitamin D milk for children between the ages of 12 and 24 months. 1% milk will be provided for children ages 25 months to 12 years.

If there are dietary needs, or allergies, it is the parent's responsibility to notify both the center director and the classroom teacher. Parents will need to supply any special foods required. An Allergy Action Plan and a Medical Action Plan are available in the main office and must be filled out if a child has an allergy or medical need.

Meals: Parents are required to have lunch packed and sent with their child each day. Lunches sent from home should be self-serving or easy to serve and clearly labeled. A microwave will be available if needed. Lunch boxes that have a frozen pack inside are recommended. Take Flight offers a hot lunch option depending upon the demand. Check with the director for options. Hot lunch is purchased by the month according to a set weekly schedule. No refunds for missed days unless 24 hour notice is given directly to the office. Parents may bring in breakfast for their children provided the arrival time is before 8:00am. Food must be simple and self-serving (e.g., yogurt, breakfast bar, dry cereal, fruit). We ask that you set out your child's breakfast before leaving. The teachers are not responsible for preparing breakfast but will help with the clean-up process.

If you would like a copy of our snack menu, please contact the Program Director – one is also placed on the MAIN PARENT BOARD – located near the entrance to the Toddler Classroom. All of our menus are posted on the parent boards in each classroom, as well.

Healthy Choices

While the occasional donut, chocolate milk, and fruit snacks make for a good treat they do not necessarily make a healthy meal. We ask that parents reserve these items for special occasions. Bringing in these items on a daily basis for their child does not encourage healthy eating patterns. We are happy to provide parents with a list of healthy, fun, alternatives upon request.

Child Injury or Accident Policy

Every consideration will be taken to ensure the safety of your child while in our care. Should an injury occur, a Minor Incident Report would be completed by the closest teacher and reviewed by the Center Director, or Assistant Director. This report will be sent to you on Brightwheel. In the event of a major medical emergency or accident, the center teacher or director will call 911 first while another member of our staff calls the parent or guardian. The child will be transported to the hospital noted on the Child Information Record (or the closest hospital). The parent/guardian will be called immediately.

Suspected Abuse and Neglect

The well-being of the children that attend Take Flight is very important to us. Staff members are required by law to report any suspected child abuse or neglect. Teachers are trained on what to watch for and how to properly report it.

Sanitation Policy

Toys and equipment are sanitized daily. High chairs, countertops and tables will be sanitized before and after each use. Universal precautions will be taken to ensure our part in protecting children and staff from communicable disease.

Outdoor Play

We are required by State Licensing Regulations to ensure that the children are getting outside time at least 2 times per day. Please make sure that you are sending them in weather appropriate clothing so we are able to do this. In the event that we feel the weather is not appropriate to take the kids out in (below 10 degrees, heavy wind and rain) we will be allowing the children to play during that time in the Play Structure or Gym area inside Castaway Play Café instead. We will do our best to get the children outside into fresh air as much as possible. We also participate in water play activities at times.

Safety Policy

Your child's health and safety is our number one priority. If a parent/guardian arrives at pick up time and appears to be in an altered state, the Program Director or Administrator will call all emergency contacts to see if anyone is available to pick up the parent and child and encourage the parent to wait for an alternate ride. In the event that your child is dropped off before or after the business hours of Castaway Play Café, our main Facility doors will be locked. An alternate door will be opened by a teacher, who will verify the identity of the person entering the building. Once CPC employees have arrived, the main entrance will be unlocked for entry for our parents.

Birthday Celebrations

Parents are welcome to send in a treat to share with their child's classmates on birthdays or special occasions. Some classrooms may have allergy guidelines. Inform your child's teacher in advance about what kind of treat you plan on bringing. This is for the safety of all of the children. Ask your child's teacher for suggestions. Parents are always welcome at their child's birthday celebration.

Discipline Policy

Praise and positive reinforcement are effective methods of behavior management of children. When children receive positive, nonviolent, and understanding interactions from adults and others, they develop good self-concepts, problem solving abilities, and self-discipline. Based on this belief, Take Flight Child Development Center uses a positive approach to discipline and practices the following discipline and behavior management techniques:

WE DO

- Communicate to children using positive statements.
- Communicate with children on their level.
- Talk with children in a calm, quiet manner.
- Explain unacceptable behavior to children.
- Give attention to children for positive behavior.
- Praise and encourage the children.
- Reason with and set limits for the children.
- Apply rules consistently.
- Model appropriate behavior.
- Set up the classroom environment to prevent problems.
- Provide alternatives and redirect children to acceptable activity.
- Give children opportunities to make choices and solve problems.
- Help children talk out problems and think of solutions.
- Listen to children and respect the children's needs, desires and feelings.
- Provide appropriate words to help solve conflicts.
- Use storybooks and discussion to work through common conflicts.

WE DO NOT

- Inflict corporal punishment in any manner upon a child. (Corporal punishment is defined as the use of physical force to the body as a discipline measure. Physical force to the body includes, but is not limited to, spanking, hitting, shaking, biting, pinching, pushing, pulling, or slapping.)
- Use any strategy that hurts, shames, or belittles a child.
- Use any strategy that threatens, intimidates, or forces a child.
- Use food as a form of reward or punishment.
- Use or withhold physical activity as a punishment.
- Shame or punish a child if a bathroom accident occurs.
- Embarrass any child in front of others.
- Place children in a locked and/or dark room.
- Leave any child alone, unattended or without supervision.

Difficult Behavior

We will make every effort to work with the parent or guardian to ensure a cooperative approach for children having difficulties with behavior. We are here to serve and protect all of our children. A parent may be called at work or home at any time the child exhibits uncontrollable behavior that cannot be modified by the center's staff. The parent may be asked to take the child home immediately. The following steps may be taken regarding children who display chronic disruptive behavior, upsetting to the emotional or physical well being of another child or an adult.

Initial Consultation:

The director may request that the parent or guardian meet for a conference. The problem will be defined on paper. Intervention strategies will be discussed. The best solution toward solving the problem will be agreed upon by the center director, teacher, and parent or guardian.

Second Consultation:

If the initial plan for helping the child fails, the parent will again be asked to meet with the director and teaching staff involved. Another attempt will be made to identify the problem, and establish a new, or revised, approach for solving the problem. Parents may be asked to consult outside professionals, or bring in behavioral specialists to help identify the problems or provide new strategies, in order for TFCDC to continue care. Our goal is to work as a team to better serve each child.

Disenrolled:

When the previous attempts have been followed and no progress has been made toward solving the problem, the child may be disenrolled from the center at the discretion of the center director.

Biting Policy

When a child bites it is typically due to frustration, we will encourage the children to use their words as much as possible to eliminate the urge to bite. In the event your child does bite, if over the age of three or the bite breaks skin, you will be asked to pick your child up within one hour. If your child is under three, and bites more than three times, you will be asked to pick your child up within one hour. If a child's biting becomes a consistent problem and the staff is no longer able to control the issue, your child may be unenrolled.

Staff Screening Policies and Qualifications

All staff members employed by Take Flight Child Development Center have received DHHS background checks through the State of Michigan along with fingerprint-based background checks. All staff members are required to be CPR and First Aid certified as well as be free from tuberculosis. All staff members regardless of position are required to complete 16 hours of professional development every year.

Parent Participation in our Classrooms

Take Flight Child Development Center encourages our parents to be an active part of our Program. We encourage parents to participate on Field Trips and if you have a talent or trade that you would like to share with our Center, please contact the Program Director and let them know, and we are more than willing to let you share with your child's classroom.

Photographs and Publicity

Photographs of the children in our classrooms may be taken from time to time and may appear on our website, Facebook Page, publicity materials and/or brochures. Your permission for photographs of your child, to be used without compensation, is part of this agreement.

Nature Walks/Field Trips

Field trips and nature walks are considered an important part of the educational program and will be taken periodically. The center will provide the same adequate responsible adult supervision for these excursions as is provided to children while in attendance at the center. Your permission for your child to participate in walking excursions is part of this agreement.

Summer Camp Only: You will be notified of all field trips. We will occasionally take classroom field trips to museums, parks, apple orchards, and other community places. Families will be notified prior to any trips involving transportation. A permission slip must be signed and returned--including emergency phone numbers for that day. Parent volunteers are welcome to assist with field trips (and other special events). A child may be excluded from participation in a field trip for safety, health, or disciplinary reasons.

Emergency Procedures

Fire

In the event of a fire, all children will be evacuated from the center using the nearest exit and be moved to a safe place away from the building (the designated meet up area for all staff and students is the GRAVEL area of the parking lot, away from the building and out of the way for Fire/EMS). All exits are clearly marked and the center practices regular fire drills, and each classroom is equipped with a map to the nearest exit. Our centers are equipped with smoke detectors, fire extinguishers and alarm pull stations that are inspected regularly.

Tornado

During a tornado warning, the children will move to a safe area (e.g. the lower level of the interior of buildings, near a staircase, away from doors and windows). Each classroom is equipped with a map designating the nearest safe area in such an event. Children and staff will remain there until an all clear has been sounded by the city sirens or over the radio. Our center practices tornado drills regularly during the tornado season.

Serious Accident or Injury

In the event of a serious accident or injury, caregivers will administer first aid and/or CPR as necessary and call 911 if needed. A parent/guardian will be called and informed of the situation. In the instance that the parent/guardian is unreachable, a caregiver will begin contacting all of the emergency contacts on your child's emergency card. If EMS are required, caregivers will continue to tend to the ill or injured child until emergency responders arrive and take over the child's care. In the severe case that the child is being transported by EMS and an emergency contact is not on site, your child's teacher will accompany your child and remain with them until a parent/guardian arrives, to ensure that your child remains safe, comfortable and well taken care of.

Evacuation/Relocation

The Center's director will instruct the Lead Teachers to bring all children to the evacuation site immediately in the event that the Center needs to be evacuated. In the event of an evacuation, a sign will be visibly placed outside the facility alerting parents and authorities where staff and children are relocating. Prior to an evacuation, the names of every child and staff member present should be documented (through the master sign-in sheet) and re-checked at the off-site location. **Primary Evacuation Site – Holiday Inn Express & Suites Hotel (1397 N Burkhart Rd Howell, MI 48855).**

Family Reunification

During an emergency, children can become separated from their families. There are several actions we can take in advance to ensure they will be able to reunite children with their legal guardians. Please be sure to update every three months with identification and emergency information on Brightwheel for each child. We will also give out new child information sheets every three months and those child information sheets for each child will be stored in a Master Binder that we will take when we evacuate. Children will only be released to contacts listed on the child's identification form with proper identification.

Children with Special Needs & Chronic Medical Needs

While serving children with special needs/children with chronic medical needs, we must invest more time and resources in anticipating emergency situations and requirements. This means extra attention to details, such as providing specialized equipment, having appropriate medications on hand, maintaining lists of doctors for individual children and identifying evacuation sites capable of handling children with special needs/children with chronic medical needs. Children with special needs/children with chronic medical needs are located in our Master Child Binder; and will have their special needs or chronic medical needs located on their sheet and highlighted. This will also be listed in the child information section of our Brightwheel app available for all teachers to see.

Other Man Made and Natural Disasters

Power Outage

In the event of a power outage, we will determine the cause of the loss of power and when applicable, call Consumers Energy to determine when it will be restored. If the power cannot be restored quickly then we will close the center and contact parents/guardians to pick up children.

Gas Leak

If a gas leak occurs the center will be evacuated immediately according to our fire evacuation procedures. We will contact the gas company and determine if it's necessary to move to the relocation site.

Flood or Water Outage

If the building floods for any reason, or if there is a complete loss of water, we will close and parents/guardians will be contacted for pick up. We will determine whether or not it is safe for children to remain in the building, and evacuate if necessary.

Cultural Competence and Accountability

Cultural competence is the basic understanding of our own culture and ethnicity, a willingness to learn about the cultural practices and worldview of others, maintaining a positive attitude toward cultural differences, and a willingness to accept and respect these differences.

The purpose of this plan is to bring awareness to any unconscious biases we (as a community of teachers and learners) may have; and to be accepting of knowledge about different cultures and how culture impacts management style, problem-solving, asking for help, learning, etc. It is important for children, families, and teachers to have an awareness, positive attitude, willingness to learn, and skills to communicate with everyone.

While diversity may include different faiths, gender roles, socioeconomic status, and ethnicity it is not limited to just these areas. We believe that diversity also includes the different physical, cognitive, and social abilities that one possesses. We strive to create a developmentally appropriate classroom environment using an Anti-Bias curriculum that supports each child's uniqueness, their home culture and heritage, and their beliefs. One of the most important things that we can do to teach our children about diversity is through role modeling that all people are treated with kindness and respect.

While it is impossible to list all the things we do to encourage diversity, listed below are some of the ways we incorporate diversity into our curriculum at Take Flight Child Development Center:

- Our Child Enrollment form encourages families to share their home traditions with us.

- Each classroom invites students to bring in a picture board to hang in the classroom highlighting family, traditions, and likes/dislikes.
- We collaborate with Child Care Network and the State of Michigan to ensure that any family can receive tuition assistance and participate in a high-quality, nationally accredited preschool program.
- We encourage families and members of our community, through newsletters and announcements, to visit with us throughout the year, not just special occasions, and share their traditions and customs.
- Our teachers incorporate props and materials into the different learning environments that reflect diversity in the above mentioned areas.

Special Needs Statement of Support

Upon enrollment a family is asked to complete an Ages and Stages Assessment. This, along with an assessment by our early childhood professionals, is a good indicator if there is a developmental area of concern. Twice a year each family has the opportunity to meet with their child(ren)’s teachers to review developmental assessments and set individual goals. The purpose of this Special Needs Statement of Support is if there is an area of developmental concern then a plan is created to support the child(ren). The earlier an area of concern is identified the better chance that child has to reach that developmental goal prior to going off to an elementary school setting. Take Flight works with the families, outside agencies, and school special education departments to advocate for the child(ren) and their needs.

Castaway Play Café Discounts

As a student of Take Flight Child Development Center, your child will receive free admission into the bounce and structure areas of Castaway Play Cafe.

Licensing Notebook & Other Information

Take Flight strives to offer a quality program for our families. We maintain a licensing notebook that is available for parents to view during normal business hours. The notebook contains all licensing inspections as well as any special investigation reports and related corrective action plans.

Changes in Policies

The fees, procedures, and policies stated in this handbook are subject to change at the discretion of the center owner.

Staff to Child Ratios

- Infant 1:4
- Toddler 1:4
- Preschool 1:8
- Preschool (older than 3 ½) 1:10
- School Age (5 and up) 1:16

Thank you for choosing Take Flight Child Development Center! Should you have any questions or concerns regarding our policies, please speak with our Director or a member of our Administration.



TAKE FLIGHT CHILD DEVELOPMENT CENTER POLICY CONTRACT

Please carefully read, sign, and return the following form to the center director.

I have been provided a Take Flight Child Development Center Parent Handbook and agree to abide by all the policies and procedures therein. I agree to pay the following tuition, any late fees, or change in schedule fee amounts, and understand that these may change depending on schedule and rate adjustments during the course of enrollment. A two week notice must be given for disenrollment. This contract can be terminated by TF CDC at any time if policies and procedures are disregarded by parents/guardians.

1st Child's Name _____	Monthly Tuition _____	Weekly Tuition _____
2nd Child's Name _____	Monthly Tuition _____	Weekly Tuition _____
3rd Child's Name _____	Monthly Tuition _____	Weekly Tuition _____

_____ Monthly Tuition is due the 1st of every month and processed through Brightwheel. Tuition will be considered late if it is not paid by the 5th of every month. A \$15 late fee will be assessed to the account.

_____ Weekly Tuition is due the Friday before care takes place for the following week. Tuition will be processed through Brightwheel, if payment is not made by the 1st day of attendance every week, \$15 late fee will be assessed to the account.

Registration Fee \$ _____ is due upon enrollment.

Approved Start Date _____

Weekly Schedule/Days _____ *Hours _____

- _____ I have read and I agree to the Tuition and Payment Policy for Take Flight Child Development Center.
- _____ I have read and I agree to the Discipline & Guidance Policy for Take Flight Child Development Center.
- _____ I have read and I agree to the Meals and Snacks Policy for Take Flight Child Development Center.
- _____ I have read and I agree to the Illness Policy for Take Flight Child Development Center.
- _____ I have read and I agree to the Assessment Policy for Take Flight Child Development Center.
(I will complete an Ages and Stages Questionnaire on a yearly basis, provided by TF CDC.)
- _____ I give my permission for TF CDC to use photographs/videos of my child for advertising, training and education purposes.
- _____ I have completed the Castaway Play Café **ONLINE** Waiver: Waiver ID# _____

Both parents must sign OR parent/guardian with sole custody of the child:

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

*TF CDC limits daily enrollment to 10 hours a day maximum. Fees will be applied for over 10 hours. Any change in originally scheduled hours need to be approved by a Director/Administrator of Take Flight CDC and is not guaranteed due to possible staffing and ratio restrictions. Change in Schedule fees will be applied.