



# Policies and Procedures

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## Our Philosophy

*Our curiosity and imagination lead us on little journeys that form our understanding and knowledge of the big world.*

Little Journeys is dedicated to providing high-quality early child-care services. The care, safety and wellbeing of every child is the utmost importance. It our mission to provide a clean and nurturing environment that encourages and enables rich early learning opportunities.

Little Journeys embraces a creative curriculum. We have units of study where children are able to explore topics that are tangible, relevant, relatable and meaningful. The activities through the day are multi-sensory, hands on and play based. Play is important for young children to develop self-regulation and promote concentration, language, cognition and social competence. It also makes learning fun!

We embed science, technology, literacy, art, math and social studies into our activities. The curriculum fosters a creativity, problem solving, independence and teaches children how to care for one another. At Little Journeys, we also feel it is important to foster a child's curiosity. It is this inherent interest which engages and motivates children to learn and makes learning a fun experience. Teachers challenge children by assisting them in tasks that are slightly above their developmental abilities, enabling the child to feel a sense of accomplishment and desire to learn more.

Our program utilizes the Early Childhood Standards of Quality, published by the Michigan State Board of Education. These standards provide a formwork of developmentally appropriate outcomes for each age group and focuses on the whole child by addressing a child's social emotional, physical, cognitive and language development.

## Ages Served

Our center serves children from 6 weeks old through preschool age (not yet turned 6 years old). We do not currently offer programs for school age children.

## Non-Discrimination Policy

Little Journeys values families of all backgrounds. We believe that diversity in all its many forms adds tremendous value to our program and we will not discriminate against any child or their family based on race, religion, national origin, age, sexual orientation, family make-up, disability, learning style, or any other quality that makes us unique as individuals and as families.

## Drop off and Pick up Policies

Parents are expected to accompany their children into the center. While the teachers will be happy to assist you with your child during pickups and drop offs, they will not assume responsibility for your child(ren) until you are ready to leave. It is important for them to be able to monitor and care for the other children in the room as well. Please make sure to sign your child(ren) in and out daily as we are required to keep a record of all attendance to comply with state regulations.

Your child will only be released to you or the persons listed on the *Child Information Record*. Emergencies may prevent you from picking up your child; therefore, include those individuals whom you would authorize in such events. **Your child will not be released without prior written authorization.**



Little Journeys will not be held responsible for any action that may occur after the child has been released to anyone authorized on the Child Information Record. A driver's license or picture ID will be required anytime a staff member does not recognize the person picking up the child. The staff will verify this against the *Child Information Record*.

A partnership with families is of great importance to Little Journeys and its staff. This cooperative relationship is essential to best meet the needs of your child. Communication is key to this successful relationship. If a problem arises, we first ask that you try to resolve this with your child's lead teacher. If that is not possible, a meeting will be scheduled with the Program Director. This scheduled meeting should be preferably in person and at a time that is agreeable and convenient for the parent(s) and Director. Impromptu meetings at pick up and drop off will not be permitted. This is a very busy time for the center and the staff. Additionally, all clients will be encouraged to participate in a survey annually.

### **Absences/Tardiness**

Please call to notify the center as soon as possible if your child will be tardy or absent for the day. If your child is ill, please notify us of the condition so that other parents can be notified of any illness that is going around; in order to maintain confidentiality, your child's name will not be used in the notification.

Since pickups and drop offs during nap time tend to create quite a disruption and usually result in other children being woken up prematurely, it is strongly preferred that there are no pickups and/or drop offs during nap time (typically 12:00/1:00pm until about 2:30/3:00pm depending on that particular classroom.) If you need to pick up earlier or drop off later than scheduled, please communicate with your child's teacher in advance so that arrangements can be made to reduce any possible disruption.

### **Licensing Requirements**

The state of Michigan requires that all childcare centers maintain a licensing notebook. This notebook will contain all licensing inspections, special investigation reports and related action plans since the facility opening date.

This licensing notebook is available to parents anytime during regular business hours.

Licensing inspection and special investigation reports from at least the past 2 years are available on the childcare licensing website at [www.michigan.gov/michildcare](http://www.michigan.gov/michildcare).

### **Mandated Reporting**

Michigan law requires our staff to report any suspected signs of child abuse and/or neglect to Child Protective Services. This will be done immediately. When doing so, we are not obligated to report our suspicions to the parent(s) or guardians involved. Your child's safety and well-being are our number one concern.

### **Privacy Policy**

Little Journeys will do all that it can to protect your family's privacy and will abide by state privacy law. We will keep records and information about your child and your family confidential, unless we have your written permission to reveal specific information.



## **Outdoor Time**

Outside activities are incredibly important for a child's stimulation and exploration. We will be playing outside every day that the weather permits. As this is open to interpretation, we will spend less time outside during the winter months, but please make sure that your child is dressed appropriately each day. Children will go outside if the 'feels like' temperature is 20 degrees Fahrenheit or above. Even one child without the proper attire can prohibit us from being able to play outside. While we typically tend to spend a lot of time outside in the summer months, outdoor activity will be somewhat limited when the temperature is over 90 degrees Fahrenheit as we want to ensure the health and safety of our children is being maintained.

## **Field Trips/Transportation**

Little Journeys Early Learning Center LLC does not provide routine transportation for children. Your child may however, attend occasional field trips while enrolled in our care. Off grounds field trips (i.e trips to library, etc.) if ever applicable, will require a separate permission slip, which will be obtained on an as needed basis and will list whichever transportation arrangements are made for each field trip. Off-site field trips are optional and parents will have the ability to opt out for field trips if they so choose.

## **Toys from Home**

Children are welcome to bring one (1) small to medium sized stuffed toy and blanket, to be used during nap time only. These items will be sent home each Friday and expected to be laundered at home before returning to the center the following Monday. Washing these items on a regular basis will help to reduce the spread of germs. Due to several reasons including problems sharing toys from home, space limitations in cubbies, and the risk of potential damage to toys and/or valuables brought from home, only one stuffed toy permitted.

## **Discipline Policy**

We believe in using positive guidance for the children in our care as much as possible. Redirecting, reminding, using positive reinforcement, and setting positive examples as adults, is some of the behavior we expect from everyone in our building. We will never use any type of physical or emotional punishment towards a child and we insist that parents do the same while on our premises. Should a child exhibit an undesirable behavior while in our care, we will use developmentally appropriate methods of discipline which will encourage self-control, self-esteem, and cooperation. We will help your children learn appropriate behavior in the following ways:

1. We will assist the child physically and/or verbally to find ways to solve problems and avoid frustration.
2. When disruptive behavior occurs, we will explain that this behavior is not allowed and why.
3. We will talk to the child on his/her level about what he/she did wrong and how to fix it and/or give them tools to handle similar situations better in the future.
4. As a last resort, we may need to remove a child from a situation so that they are able to calm down and collect themselves, referred to as a "time-away".

Staff at Little Journeys will also:

1. Try to anticipate problems before they arise



2. Set clear limits, rules and expectations
3. Be consistent
4. Be warm and affectionate

If a child hurts or upsets another child, we will have the child make amends by getting an ice pack, offering a hug (only if the other child accepts), or another action to help make the situation better.

While we believe it is important for our classrooms to have fair and simple rules, it is important to remember that young children lack many of the basic coping tools that we, as adults, take for granted when it comes to proper communication and dealing with strong emotions. Assisting a child in a time of decomposition requires patience and positive guidance from both parents and teachers, especially when they are unable to express themselves in an appropriate way.

### **Meals**

Little Journeys will provide a nutritious and healthy breakfast and one snack for all children in attendance. Lunch will be provided by parents until the center kitchen is operational. Meals will be served at the following times (times may slightly vary based on the classroom):

8:30am to 9:00am – Breakfast

11:30 to 12:30pm – Lunch

3:00pm to 4:00pm – Snack

We will supply cow's milk during breakfast and lunch service for each child. Whole milk is offered to children age 12 months to 24 months. 1% milk is offered to children 24 months and older.

Parents supplied lunch should be nutritious food that is not required to be cooked, food must be ready to eat. Do not pack high sugar foods or beverages such as cookies, cake, candy and juice in your child's lunch. If these items are found in their lunch, they will be given to the child at afternoon snack after nap time or returned home.

### *Infant Bottle Requirements*

All infant and toddler bottles must be prepared at home, covered with a lid, and labeled with:

- Child's first and last name, on the bottle and cap
- Number of ounces in bottle
- Contents; 'breastmilk' 'formula' or 'cow's milk'
- Preparation Date
- Date to be served (Expiration Date)

Per licensing regulations:

- We are only allowed to use bottles that are dated for the same day they are used. Bottles marked with any other date cannot be used.
- Bottles must come to the center prepped and ready to serve. Teachers cannot prep, pour, mix or fill bottles in any way.

- All unused bottles will be sent home at the end of each day. No bottles will be stored overnight. If any bottles are not picked up at the end of the day, they will be emptied.
- Bottles are only good for one hour from start time of feeding. Bottles that have expired past the one-hour mark from feeding will be disposed of. Breastmilk can be sent home with a *Breastmilk Exception Form*.

Any food brought from home must contain:

- Child's first and last name
- Date prepared/brought to the center
- Contents of container

**\*\*NO GUM OR CANDY IS ALLOWED while your child(ren) are in our care\*\* It is a choking hazard. It also gets into the carpet, on furniture, and children have an uncontrollable tendency to "share it."**

### Allergies

**It is imperative that you notify us if your child has any food allergies.**

If your child has ANY kind of allergy/sensitivity you are required to inform management and we must have an action plan on file from your child's physician. We will convey it to your child's teacher, so there is not any confusion as to the severity or the procedures that must be followed in the case of possible exposure.

If your child has a severe allergy potentially requiring the use of an Epi-Pen, you are required to provide us with a pen to keep on-site. This pen must be labeled with the original prescription label and meet all of the requirements of the medication section below.

If your child requires other kinds of milk, or has any allergies or intolerances to the food that the center provides, parents must provide their child's milk and/or food.

Little Journeys is a nut free facility, no peanuts or tree nuts are allowed.

### Classroom Notifications

Each classroom will provide a schedule that lists daily activities.

Each classroom will provide weekly/bi-weekly lesson plans that will indicate the activities and skills to be developed.

The center will provide a monthly menu of any meals and snacks to be provided.

### Sick Policy

When a child is not feeling well, they need extra care and attention. School is not the place for a sick child to receive the extra care they need. In order to keep everyone at Little Journeys healthy and happy, we ask that you please keep in mind that when your child is sick, the best place for them to be is at home. We can only care for children with mild cold-like symptoms (i.e. CLEAR runny nose, slight cough, and NO fever). We reserve the right to refuse care to a sick child in order to protect the health and well-being of other children in our care. While we definitely understand and respect your need to be at work, your cooperation is extremely important on this in order to reduce the number of other



children (or staff) becoming ill. Please notify us as soon as possible if your child is ill and not attending. It is also required that you notify the center if your child has contracted any contagious illness such as Influenza, RSV, COVID-19, strep throat, pink eye (conjunctivitis), or a stomach virus. Doing so helps us to notify other parents and hopefully stop the spread. Your child's name will not be used in the notification.

If your child becomes ill while in our care, you will be notified to pick up your child immediately. If a parent cannot be reached, an emergency contact will be notified to pick your child up immediately. The child will not be allowed to return until/unless he/she is symptom free WITHOUT MEDICATION for 24 hours or with a doctor's note stating he/she is no longer contagious. This being said, PLEASE do not medicate your child in order to cover up an illness thinking that we will not find out. Not only is this inconsiderate to other families by putting their children at risk, but also jeopardizes the health of our staff. If you are unsure whether or not your child is well enough to attend child care, please call and discuss it with the center beforehand.

In addition to the above, below are some common reasons a child should stay home or will be sent home according to Health Department and LARA State Licensing regulations:

- Underarm temperature of 99.0 F or oral temperature of 100.0 (rectal temperatures will not be taken)
- Diarrhea (2 or more within 4 hours)
- Any vomiting
- Any discharge from the ears
- Eye discharge or suspected pink eye
- Excessive cough or nasal discharge
- Sore throat or difficulty swallowing
- Any skin rash that is undiagnosed (exception mild diaper rash)
- Child is not feeling well enough to participate

\*Children under the age of 12 months have different restrictions and phone calls will be made for pick up when exhibiting ANY signs of illness.

\*\*Refer to Exclusion and Criteria in Appendix

## **Medications**

ALL prescription medication MUST be in its original container with your child's name on it as well as directions, times to be given, and the amount to be given to the child. Due to possible reactions, we will not administer the first dose of any medication. All medications will be kept out of reach from all children for safety reasons. A medication permission form must also be filled out. Medication will be administered only according to instructions on the label. Any non-prescription medication instructed to be given outside of the manufacturer's recommended instructions will require written instructions from a licensed physician. Non-prescription medication will also require completion of a medication permission form. Please do not give your child any medication (which includes Tylenol, throat lozenges etc.) to take on his or her own.

## **Immunization Requirements**

Children are required to receive certain immunizations in order to attend public and private elementary and secondary schools, child care centers, certain nursery schools, and developmental centers.



Little Journeys is a child care facility which enforces immunization requirements, maintains immunizations records of all children enrolled, and may be required to submit reports to the local health department.

Exemptions to immunization will not be taken beyond a delayed vaccination schedule. Unimmunized children are at greater risk of contracting diseases and spreading them to other families, schools, and communities.

### **Accidents, Injuries, Incidents**

The safety of the children enrolled in our center is one of our very top priorities, however sometimes accidents and injuries do happen with young children. For minor injuries like scrapes, bumps or bruises, we will provide first aid. The child's primary caregiver will notify parents by calling them after the incident and with a written report at pick up. The person picking up the child will be asked to sign an Occurrence Report to be kept on file at the center. A copy can be emailed to the parent if requested.

Should your child require more urgent medical attention (stitches, broken bones, etc.) a director will notify the parent/emergency contacts via telephone to pick up the child immediately.

For severe medical emergencies, incidents or accidents, 911 will be called and the child will be transported to Henry Ford St John Hospital or the hospital noted on the Child Information Record depending on severity. The center director will notify the parent/emergency contact immediately via telephone and you will be asked to meet us there.

All Little Journeys staff is First Aid and CPR certified.

(You will be responsible for all medical expenses incurred in any of the above or similar scenarios.)

### **Health Care Policy**

All staff is required to maintain high standards of sanitation in the classrooms and to follow CDC, local health department and LARA guidelines.

Disinfecting and Laundering:

- Toys – depending on frequency of use and contact with children's mouth, toys will be cleaned with 3 step solution after use or weekly
- Textiles (dress up clothes) – washed in sanitation cycle of washing machine weekly
- Bedding – stored in separate individual sealed bags. Bedding to be taken home at the end of each week to be washed at home
- Cots – are not shared and will be cleaned once a week with 3 step solution
- Bathrooms and drinking fountains – cleaned twice daily or more if needed
- Cups, plates, utensils and other food service items – sanitized 3 step solution
- Diapering surfaces – cleaned with 3-step process after each use

Staff and children will demonstrate the following handwashing:

- Upon arriving to the center
- After using the restroom
- Before, during and after preparing food



- Before eating food
- Before or after caring for someone who may be ill
- After changing a diaper or cleaning up a child that has used the toilet
- After blowing your nose, coughing or sneezing
- After blowing a child's nose
- After touching garbage

Children and staff will exhibit good handwashing techniques by:

1. Wetting your hands with clean water (warm or cold), turn off tap and apply soap.
2. Lather hands by rubbing them together with the soap. Be sure to lather the backs of your hands, between your fingers and under your nails.
3. Scrub hands for at least 20 seconds. (sing 'Happy Birthday' from beginning to end, twice).
4. Rinse hands under clean, running water.
5. Dry hands using a clean towel.
6. Use the towel to turn off the water.

### **Safety Drills**

In case of a fire, we have fire extinguishers mounted in the kitchen, office, utility room and at main corridor egress doors. If we need to evacuate the building, we will exit out of the nearest door:

- Classroom doors that exit to Alter Dr or the playground
- Main door leading to Kercheval Ave
- Main entry door leading to the parking lot

We will be conducting quarterly fire drills with the children. We will exit the center and go the vacant lot, at the NW corner of Kercheval and Wayburn. In the case of an actual fire, the fire department will be called and parents will be notified. You will be asked to pick up your child(ren) only if a fire is present or there is smoke damage.

In case of a tornado, we will go to an area of the classroom furthest from the windows until we are given the all clear. We will also perform a minimum of 2 tornado drills between the months of April and October.

### **Nap/Rest Time**

Each child will be provided with their own sleeping space (cot or mini-crib). Per state regulations, all children who attend our center for 5 or more hours are required to have naptime or quiet time.

- Children under 3 years of age shall be provided opportunities to rest regardless of the number of hours in care. Young children benefit from scheduled periods of rest. If a child does not want to sleep, they will have quiet time and be able to participate in quiet activities.
- Children under 18 months of age are permitted to sleep on demand.
- Infants will be placed on their backs for resting and sleeping. Infants unable to roll from their stomachs to their backs and from their backs to the stomachs shall be placed on their backs when found face down. Infants able to roll from their stomachs to their backs and from their

backs to their stomachs, they shall be initially placed on their backs, but shall be allowed to adapt whatever position they prefer to sleep. Teachers will conduct sleep checks every 15 minutes.

### **Potty Training**

We will assist with potty training at the center with the understanding that it will only work if parents and staff work together. Your child will not learn if our efforts are not consistent at school as well as at home. You must work with your child at home, either during vacation or over a weekend before we will begin potty training at the center. Your child must be ready, willing, and able to communicate the need to use the bathroom before we will work with them on potty training. Clothing should be easy to manage to encourage self-help skills. Buckles, belts, snaps, tights, overalls and suspenders when in a hurry to use the bathroom may create a problem. Elastic waist pants are usually very helpful during this training period because they are easy for children to pull up and down on their own. For sanitary reasons, we also require each potty training child to wear pull ups (or similar type of absorbent training pants) while in care until we feel that they are fully potty trained with NO accidents for a minimum of 2 weeks. Extra changes of clothes (including socks) are also required during this time.

### **Supplies Needed at Daycare**

Parents are responsible for providing:

- Sunscreen (summer)
- Diaper ointment
- Any necessary medications (please see section on medications)
- Diapers and wipes (for children not potty trained)
- Additional clothes; 2 shirts, 2 bottoms, 2 underwear and 2 socks (clothes should be seasonally appropriate)
- Classroom shoes. Children of walking age are required to have a pair of shoes to be worn only in the classroom.
- Seasonal outdoor clothes (to be kept in cubie); sun hat, winter hat, mittens/gloves, snow boots, snow pants, winter jacket
- Water bottle/sippy cup

Please make sure your child(ren) have extra complete changes of clothing here at all times including socks (and underwear if potty trained.) Please provide a different change of clothes should the back-ups become dirty or the season changes. Dresses and skirts require shorts to be worn underneath so underwear is not visible.

The following shoes are not permitted at Little Journeys; slip-ons, jelly shoes, cowboy boots, sandals, Crocs or flip flops as these types of shoes tend to present hazards. At Little Journeys we require classroom shoes for walking children. These are only to be worn in the classroom. Indoor shoes limit dirt, germs, and bacteria from the outdoors being tracked into the classroom. This helps maintain a clean and hygienic environment. Wearing indoor shoes also helps signify the transition from outdoor play to focused indoor activities.

### **Volunteer Policy**

This childcare center uses both supervised and unsupervised volunteers.



Supervised volunteers will be under the direct supervision of staff at all times while in the center. Volunteers are permitted to participate in most daily activities. Under no circumstances will a supervised volunteer be allowed to be alone with children. They will not be left responsible for any number of children. Supervised volunteers are also prohibited from helping children with toileting, with the exception of hand washing assistance with an open bathroom door.

Before having any unsupervised contact, the volunteer must:

- Not be convicted of child abuse, child neglect, or have a felony of harm or threatening harm to an individual within the 10 years immediately preceding the date of appointment.
- Provide documentation that he or she has not been listed on central registry as a perpetrator of child abuse or child neglect.

Criminal convictions will be determined by the following:

1. Having the volunteer submit a criminal history check through law enforcement agency.
2. Checking ICHAT
3. Having the volunteer complete and sign a statement as to whether he/she has been convicted of any crimes, other than minor traffic violations, and if so provide information about the conviction

Central registry clearances can be determined by the following:

1. Obtain a central registry clearance on the volunteer directly from DHS by completing the Central Registry Clearance Request form and submitting it to the local DHS office.
2. Have the volunteer obtain a central registry clearance from the local DHS office in the county in which he/she resides.

Under no circumstances will we allow employees or volunteers who are listed on the central registry, who have a criminal conviction of a listed offence or who chooses not to comply with the criminal history and central registry clearance requirement.

### **Smoking/Illegal Substances**

The use of illegal substances or smoking (including vaping) are NOT allowed on the property; inside or out at ANY time by ANYONE. Please do not dispose of any cigarette waste on the property.

This being said, the staff at Little Journeys cannot legally withhold releasing a child to an intoxicated parent or other individual who has been previously authorized to pick up a child. Please keep in mind though, should we suspect that an individual is intoxicated while picking up a child, our first call will be to the police and our second call will be to another parent or emergency contact listed on the child's emergency card.

### **Pest Management**

Parents and staff will be notified of a pesticide application at the facility at least three operational days in advance except in emergencies where pests pose an immediate health threat to children or staff (bees). Parents and staff will be notified as soon as possible when notice is not provided and include an explanation of the emergency, the reason for the late notice and the name of pesticide applied.



## APPENDIX

### Exclusion and Criteria

Symptom	Exclusion and Return Criteria	Medical Clearance Required
Rash with fever or behavioral changes	Excluded until cleared by a medical provider after determination has been made that the illness is not an infectious disease.	Yes
Skin sores	Excluded until cleared by a medical provider after determination has been made that the illness is not an infectious disease and sores have healed or can be appropriately covered.	Yes
Abdominal pain	Excluded if abdominal pain continues for more than 2 hours or the child is experiencing intermittent pain associated with fever or other signs or symptoms of illness.	Yes
Diarrhea	Excluded until diapered children have their stool contained by the diaper (even if the stools remain loose), and when toilet-trained children are not having “accidents.” Stool frequency does not exceed 2 stools more than is typical for that child during the program day.	No
Diarrhea with blood or mucous	Excluded until cleared by a medical provider after determination has been made that the illness is not an infectious disease.	Yes
Vomiting	Excluded and can return when individual has not vomited in the last 24 hours.	No
Pink or red conjunctiva with white or yellow eye discharge	Excluded for 24 hours after antibiotic treatment has been started if antibiotic has been prescribed.	No
Mouth sores with drooling	Excluded until cleared by a medical provider after determination has been made that the illness is not an infectious disease.	Yes
<b>Symptoms of Respiratory Illness</b> , including, fever, sore throat, body aches, loss of taste/smell, cough or difficulty breathing	Symptoms must be improving and individual must be fever-free for 24 hours without the use of a reducer.	No
<b>EXPOSURE</b>		
Symptom	Exclusion and Return Criteria	Medical Clearance Required

Exposure to communicable disease	Excluded per local requirements	Per local requirements
Respiratory viral infections (i.e. COVID-19, RSV, influenza, croup)	Excluded until General Return Requirements are met. Masking is recommended for adults and for children over two for 5 days after meeting the General Return Requirement of being fever-free for a full 24 hours without the use of a fever reducer, and other symptoms improving.	No
Tuberculosis (active)	Excluded until effective medical treatment has been started and adherence to medication is being documented.	Yes
Pertussis	Excluded for 5 days after beginning antibiotics.	Yes
<b>INFECTIONS WITH RASH OR SKIN CHANGES</b>		
Chickenpox (varicella)	Excluded until all lesions have dried or crusted (usually 6 days after onset of rash), and no new lesions have appeared for at least 24 hours.	Yes
Rubella	Excluded for 7 days after the rash appears.	Yes
Measles	Excluded for 4 days after onset of rash.	Yes
Hand, foot and mouth disease (coxsackie virus)	Excluded until fever free for 24 hours without the use of a fever reducer and all blisters have scabbed over.	No
Impetigo	Excluded until at least 1 day of antibiotics has been completed, and sores have healed or can be appropriately covered.	Yes
Monkeypox	Excluded for the duration of the illness, typically between two and four weeks until all symptoms resolved, and rash is fully healed.	Yes
Head lice	Excluded until treatment has been initiated.	No
Ringworm	Ringworm	No
Scabies	Excluded until treatment has been initiated, and sores have healed or can be appropriately covered.	Yes