

A Touch of Home Child Care
7455 Oakland Drive, Portage MI 49024
269-220-5585

Program Philosophy

A Touch of Home Child Care provides a safe and secure environment, including home style nurturing and center-based learning objectives. We offer a program that allows children to grow intellectually and emotionally. We believe providing a play-based learning environment that incorporates home grown values, all the while stimulating the children's creativity, social-emotional, and intellectual growth is what is best for them. ATH provides children with a fostering and creative atmosphere which incorporates Creative Curriculum taught by experienced and educated caregivers.

Our Mission

Our mission is to provide a nurturing atmosphere that will allow children to grow intellectually, emotionally, socially, and physically while exploring their creativity. We will ensure quality care given by superior providers that is specific to the needs of each individual child. We will enhance the lives of your child by providing "A Touch of Home" during your absence.

Admission and Withdrawal policy

We care for children between the ages of 6 weeks to 12 years old. An annual (in September) \$50 registration fee will be collected at the time of admission and every year in September to hold your child's spot. You are also required to provide us with a completed child information card, health appraisal form, and immunization records before your child's first day. A two-week notice given to the director is required when withdrawing your child, if a two week notice is not given you will be required to pay two weeks of tuition. You will be dismissed from A Touch of Home if you are over two weeks delinquent on tuition. Dismissal for behavioral reasons such as excessive biting or aggressiveness will be decided on after a full action plan has been in effect.

Hours of Operation

Monday thru Friday 6:30am to 6:00 pm

We will be closed in observance of the following holidays: New Year's Day, Memorial Day, 4th of July, Labor Day, Thanksgiving and the Friday after, Christmas Eve and Christmas Day, along with 2 additional Professional Development days. Please refer to the annual calendar for specific dates. In the event of a weather emergency the center will be closed if the power goes out or a state of emergency is declared. These days will be paid as normal days.

Pandemic Closure

In the event a Pandemic is declared and stay at home order goes into effect, we will follow the guidelines for caring for children as issued by the State of Michigan executive orders. All tuition will be paid as normal for the week the executive orders are first issued. Tuition will be paid at

50% for two weeks following the executive orders. If the executive orders call for a closure of more than two weeks tuition, will be waived for the remainder of the executive order.

COVID-19 Tuition Policy

In the event your family has been exposed to, or tested positive for COVID-19, and you choose to/are directed to self-quarantine for 2 weeks you will receive a 50% reduction in tuition for the 2 weeks of quarantine. To receive this reduction, your account must be paid in full up to date.

Fees

Tuition may be paid by cash or check made out to A Touch of Home Child Care or through automatic payment via Brightwheel

A onetime enrollment fee of \$50/child upon enrollment

An annual registration fee of \$50/child due yearly by the first week of September

Full time infant, wobbler, toddler \$225/week

Part time infant-toddler (3 days) \$195/wk

Full time Transitional Preschool (Oakland Only) \$199/week

Part time Transitional Preschool (Oakland Only) (3 days) \$170/wk

Full time Pre-K \$191/wk

Part time Pre-K (3 days) \$160/wk

Please ask about our sibling discount and referral credit.

A payment is considered late after 6:00 pm on Wednesday. The first time a payment is late we will deliver a handwritten warning to remind you of the late payment policy. The second time you will be charged a \$10.00 late payment fee. The third time and thereafter you will be charged a \$25.00 late payment fee.

Children are to be picked up by 6:00 pm. Starting at 6:01 pm you will be charged \$1.00 per minute you are late. We understand that circumstances may arise that cause you to be late. If this is the case, please call and let us know you will be running behind.

Each family will be given one week of vacation that tuition is waived. All other days will be paid in full including holidays and sick days.

Enrollment Checklist:

___ Tuition Agreement

___ Child Information Card (reviewed annually in January)

___ Health Appraisal (reviewed annually in January)

___ Immunization Record (reviewed annually in January)

___ Food Agreement

___ Infant CACFP agreement

___ Licensing Notebook

___ Illness Policy

___ Medication Permission (as needed)

Important Information

Each child at A Touch of Home has his/her own cubbie. This cubbie is used to keep track of the child's possessions each day. PLEASE LABEL ALL ITEMS WITH CHILD'S FIRST AND LAST NAME!! We strongly discourage toys from home being brought to the center. They tend to cause unneeded stress on the children and teachers, and they can end up lost within the plethora of toys we have at the center. We love learning through play and sometimes this can be messy. Please bring a change of clothes to be kept at the center in your child's cubbie. We go outside at least 2 times per day for at least an hour each time, sometimes longer when the weather cooperates. We will go out in rain as long as it is not storming, and we will go out unless the temperature drops below fifteen degrees.

Updating Children's Health Records

All infants, children and adolescents should receive regular well-child check-ups of their physical and mental health, growth, development, and nutritional status. A well-child check-up includes: ■ A comprehensive health and developmental history, including both physical and mental health development assessments; ■ Physical exam; ■ Age-appropriate immunizations; ■ Vision and hearing tests; ■ Dental exam; ■ Laboratory tests, including blood lead level assessments at certain ages; and ■ Health education, including anticipatory guidance.

We will update files annually for infants and toddlers. Preschoolers will be updated every 2 years. School age children should have yearly well child visits with their records on file at the school they attend.

As suggested by Early, Periodic Screening, Diagnosis, and Treatment (EPSDT) developmental screenings should be conducted when children are ages 9 months, 18 months, and 30 months.

Please see visit www.mayoclinic.org/tests-procedures/dental-exam-for-children/about for recommendations on age appropriate dental screenings.

Parent communication:

Open communication between parents and teachers is of the utmost importance at A Touch of Home. In order to help maintain this, we utilize an App called Brightwheel. This App will have all diaper changes, naps, meals and snacks, and activities children participate in throughout the day. You can also receive pictures and videos through this App, and you can message the teacher throughout the day if needed. We have found this App helps parents feel more connected with their child and the teachers throughout the day. Parent teacher conferences will also be offered twice per year. This will be a time to have one on one communication with your child's teacher. Your child will be screened and assessed at least two times per year. The first screening will be done within 30 days of enrollment. We currently use Ages and Stages for our screening tool and Teaching Strategies Gold for our more in-depth assessment tool. A conference is a great way to share these tools with parents. We will conduct an annual family evaluation of our program. This is a chance for parents to voice concerns anonymously and allows you to play a vital role in the governance of our program. A suggestion box will always

be present on the parent table in the event you have a suggestion and/or concern you would like us to consider.

Screening Policy & Volunteer Opportunities:

A Touch of Home welcomes parents and guardians to participate in their child's class as often as they want. We encourage participation on an as needed basis by sending home notes when a volunteer is needed in the class.

All staff and unsupervised volunteers at the center will be fingerprinted and put through a comprehensive background check. Any individual registered on the public sex offender registry (PSOR) will be prohibited from having contact with any child in care. All supervised volunteers, including parents of children in care, will receive a public sex offender registry (PSOR) before having contact with a child in care. This will be kept on file at the center.

Parent Education Opportunities

A Touch of Home is a KCReady4's site and participates in Munch 'N Learn. This program offers parents a time to gather with other parents in their child's classroom, along with their child, to learn fun and creative ways to engage with their child on different topics. There is a parent board in the entryway which is updated monthly with all kinds of information and resources in the field of early childhood education. If you have a particular question or concern regarding your child, please voice them to us as we are eager to find you information, a training you can attend, or guide you to the right resources to help you with your needs.

Transitioning to Kindergarten

Preschool graduation occurs in June each year for our Pre-K students that will be attending kindergarten in the fall. Each year in February we will provide parents with a list of dates of the open houses in the Kalamazoo and Portage Public schools. Paramount Charter Academy and Oakland Academy will provide information about their programs. This information can be found on the parent table each spring, as well as throughout the school year.

Special Needs Plan:

A Touch of Home strives to provide a nurturing, creative, and active learning environment for all children in our care. We are committed to the inclusion principle, accepting children with special needs and ensuring each child has the right to participate in a class with his/her peers. ATH works diligently with community resources, such as Great Start and Early On, to offer services to families of children with special needs. Our staff attends ongoing training to help us better understand how to accommodate and include children with special needs into our everyday classroom experience. We will collaborate with the families to meet the individual needs of each child within reason, ensuring a constant line of communication is in place between home and school life.

Cultural Plan:

At A Touch of Home, we are committed to respecting each child's culture and diverse needs. We believe all children deserve an early childhood education that is responsive to their families, communities, and racial, ethnic, and cultural backgrounds. We feel culture is the framework in which children develop and is reflected in childrearing beliefs and practices. We work with each individual family to ensure these beliefs and practices are not lost in the childcare setting. Family is the root of our program in which we involve the whole family in all aspects of our program and what we do for their children. We invite and encourage members of the families in our care to actively participate in their child's classroom. In order to create a culturally diverse learning environment our staff will be trained annually to further their knowledge of enhancing their daily communications and curriculum planning.

Discipline Policy:

Encouragement 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. Consistency is key with children. At A Touch of Home we work with all our parents to bridge the gap between home life and the daycare setting. We always focus on the positive with children. As an example, when they are running as opposed to saying, "no running" we say "walking feet". Each child is given a warning when they are not demonstrating positive behavior. We get down on the child's level and try to redirect them to a more appropriate behavior, explain to them why this is a better choice, and make sure they understand what we are telling them.

Conflict is a very common thing in the early childhood setting. This could include conflict over a toy or feelings being hurt. When faced with children in conflict our staff is trained to handle it in a specific manner including acknowledging the children's feelings, establishing what the problem is, and helping the children come up with an appropriate solution.

Encouragement goes a long way! When a child is doing something good encouragement is given such as I like the way ... is ... It is a good example to everyone of what they should be doing and will build the child up. Based on this belief of how children learn and develop A Touch of Home follows the Love & Logic approach to conflict and behavioral issues. You can learn more about this at www.loveandlogic.com

Illness Policy – symptoms, exclusions, isolation

Children, employees, and volunteers are not allowed to attend A Touch of Home Child Care when there are signs of illness. Signs of illness include:

- A temperature of 100 degrees or above
- Intestinal upset, diarrhea or vomiting
- Any undiagnosed skin rash
- Sore or discharging eyes or ears, or profuse or discolored nasal discharge
- Shortness of breath and/or undiagnosed persistent cough

If a child becomes ill during the day, she or he must be picked up immediately (within one half hour of notification by center). We will try to make the child as comfortable as possible. Children who become ill will be isolated from the other children in the center. Employees and volunteers who become ill while at the center will be asked to leave immediately.

A Touch of Home Childcare Medication policy

All topical nonprescription medicines and cream such as diaper ointment and sunscreen can be applied when the parents sign off that the center may do so. These creams and ointments are to be provided by the parents for each individual child. Forms indicating that the center can apply these shall be kept on file at the center and updated with any changes.

All prescription medicines may be administered at the center when necessary. Whenever possible, it is best that medication be given at home. The first dose of any medication should always be administered at home with sufficient time before the child returns to childcare to observe the child's response.

Medication will only be given when ordered by the child's health care provider and with written consent of the child parent/legal guardian. Parents must fill out a medication permission and instructions form (BCAL-1243) entirely before medication is administered.

"As needed" medications may be given only when the child's health care provider completes a permission form that lists specific reasons and times when such medication can be given. Medications given in the center will be administered by a staff member who has been trained in the safe administration of medication and they will then log this on the permission sheet that will be kept on file at the center.

Any prescription medication that is brought to the center must be in its original packaging with the child's name and directions for dosage. All medication will be kept in a designated locked box that is out of the reach of children. Once a medication is no longer needed or is expired it must be taken home or the center will dispose of it.

Any over the counter medicine without specific instructions for dosage specific to the age of the child receiving the medication (Tylenol and other pain relievers) must have a completed medication permission and instructions form from the health care provider prior to being given at the center.

COVID-19 Policy

The safety and health of our teachers, children, and parents is our biggest priority. We get directives from both the state and health department that either mandate or suggest we do things a certain way. With these mandates and suggestions, we have come up with the following:

- We will take the temperature of every person that enters the building beyond the entryway.
- We strongly encourage all parents of children 12 months and older to drop off in the entryway.
- In the event you would like to enter the building we ask that you bring your own thermometer to take your temperature upon entering the building.
- Every person that enters the building must wash their hands.
- Every parent/guardian that enters the building must wear a mask.

-We will send children home according to our current illness policy along with an undiagnosed cough and complaints of sore throat and headache.

-If there is a person living in your home that has tested positive for COVID-19 you must follow the most up to date recommendations from the local health department, which includes keeping your child home for a specified quarantine period.

Since we are mandated to take EVERY person's temperature that comes into the building both at drop-off and pick up, it will be nearly impossible to avoid long lines and chaos if we allow everyone into the building. It is not our intention to make parents or children feel uncomfortable in our care, we are simply brainstorming how to make this work. We have made sure we have masks available for all teachers that want to wear them, however we will not be mandating our staff to wear masks throughout the day. We will be designating one to two teachers to greet parents at the door with a mask while taking the child's temperature and escorting them to their classroom. We understand infant drop off is a little more intimate and may require parents to enter the building. If this is the case for your family please have the adult entering the building wear a mask, bring your own thermometer for your use only, and wash your hands as you enter.

We will continue to update our COVID-19 policies to follow the health departments suggestions along with the governors and state licensing mandates. The policies we are putting in place are to protect our staff, decrease the possibility of spreading the virus, and ensure your child has a safe environment to spend his/her day while you are at work.

Nutrition Plan

A Touch of Home follows nutrition guidelines that meet all CACFP meal pattern requirements. We believe a healthy, well balanced meal pattern along with sufficient outdoor and active time throughout the day are essential to both the cognitive and physical growth of each child in our care. To ensure that we maintain a healthy environment we ask that any snacks that are brought into the center follow the same healthy eating guidelines illustrated by the CACFP. Examples of healthy snacks are: fruit, veggies and dip, bagels, muffins, pretzels, whole grain crackers, cheese, and raisins. We know birthdays are extra special and children like to share a special snack with their class. We will make an exception for these special days.

If your child enters the center with a sugary item, such as a sucker or cookie, we will ask that they throw it away upon entering their classroom.

If you or a family member is in the field of health, nutrition, or exercise please let us know so we can utilize your knowledge in our program.

A sample of our breakfast, lunch, and snack menus is included below, an updated menu will be given upon enrollment:

Menu Week 1

Monday	Tuesday	Wednesday	Thursday	Friday
Whole Grain Cereal Peaches Milk	Whole Grain Waffles Fruit Cocktail Milk	Egg and Cheese Bake Pears Milk	Whole Grain English Muffins Pineapple Milk	Whole Grain Cereal Peaches Milk
Apples & Peanut Butter	Strawberries & Whole Grain Crackers	Banana & Cheese stick	Applesauce & Rice cakes	Raisins & Pretzels
HM chicken noodle soup mixed veggies Pineapple Milk	PB&J on whole wheat bread Pears Carrots Milk	Grilled Chicken strips Bread & Butter Fruit Cocktail Corn Milk	HM Macaroni and Cheese Pears Broccoli Milk	Black Bean & Cheese Burrito Pineapple Green Beans Milk
Peaches & cottage cheese	Carrots w/ hummus	Broccoli w/ranch Graham Crackers	Celery w/ Peanut Butter & Raisins	Bell peppers & hummus

Week 2

Monday	Tuesday	Wednesday	Thursday	Friday
Whole Grain Cereal Peaches Milk	Whole Grain Waffles Fruit Cocktail Milk	Egg and Cheese Bake Pears Milk	Whole Grain English Muffins Pineapple Milk	Whole Grain Cereal Peaches Milk
Apples & Peanut Butter	Strawberries & Whole Grain Crackers	Banana & Cheese stick	Applesauce & Rice cakes	Raisins & Pretzels
Cheese pizza on a whole grain english muffin Pineapple Milk	Chicken Nuggets Bread & Butter Pears Carrots Milk	Turkey & Cheese on Whole Wheat Bread Fruit Cocktail Carrots Milk	Whole Wheat Pasta w/ marinara & meatballs Pears Broccoli Milk	Chicken & Cheese Burrito Pineapple Green Beans Milk
Peaches & cottage cheese	Carrots w/ hummus	Broccoli w/ranch Graham Crackers	Celery w/ Peanut Butter & Raisins	Bell peppers & hummus

*Cereal Choices include: Multigrain cheerios, Rice Krispies, Rice Chex, Shredded Wheat, Raisin Bran, Bran Flakes

*items in **BOLD** represents whole grains

Pre-K daily Routine

6:30-8:30 Arrival
8:15 Breakfast
8:45 Outside
9:45 Large Group
10:00 Small Group
10:15 Snack
Planning
10:30 choice time
Recall
11:45 Read Aloud
12:00 Lunch
1:00-3:00 Nap
3:00 Snack
3:30 Outside

Wobbler/Toddler Daily Routine

6:30-8:30 Drop off/ Choice Time
8:30-8:50 Breakfast
8:50-9:10 Bathroom and Diapers
9:10-10:10 Outside
10:15-10:30 Circle Time
10:30-10:45 Snack
10:50-11:10 Bathroom and Diapers
10:45-11:45 Choice time
11:45-12:00 Read Aloud
12:00-12:30 Lunch and Clean Up
12:30-3:00 Rest Time
3:00-3:15 Bathroom and Diapers
3:15-3:30 Snack
3:30-4:45 Outside Time
4:45-5:15 Choice time
5:00-5:15 Bathroom and Diapers
5:30-5:45 Circle Time
5:45-6:00 Pick up

*children eat and sleep on demand.

**Children are diapered every 2 hours and as needed.

Transitional Preschool Daily Routine (Oakland Location Only)

6:30-8:20 Drop off/ child directed play

8:20 Clean up

8:30 Breakfast

9:15 Large Group

9:30 Small Group

9:45-10:45 Choice Time

10:45 Snack

11:00 Outside

12:00 Lunch

12:30-3:00 Naptime

3:00 Snack

3:15 Read Aloud

3:30 Outside Time

5:30 Parent Pick

*Children are diapered every two hours and as needed.

Infant Daily Routine

6:30-8:00 Drop off/choice Time

8:30 Breakfast

9:00 Choice Time/Large Group Experience

9:30 Nap/Individual and/or small group

10:00 snack

10:30 Outside Time

12:00 Lunch

12:30 Choice Time

12:30 Nap/Individual and/or small group

2:30 Snack

3:00 Outside Time

4:00 Nap/Individual and/or small group

*children eat and sleep on demand.

**Children are diapered every 2 hours and as needed.

ATH Contracted Days Closed

(Please arrange alternative care for the following days. Tuition is due for these days.)

Monday, September 2-Labor Day

Monday, October 14-Professional Development

Thursday, November 28-Thanksgiving

Friday, November 29-Thanksgiving Holiday

Tuesday, December 24-Holiday

Wednesday, December 25-Holiday

Wednesday, January 1-New Year's Holiday

Monday, February 17-Professional Development

Friday, May 22-Memorial Day Holiday

Monday, May 25-Memorial Day Holiday

Friday, July 3-Independence Day Holiday

Monday, September 7-Labor Day

Monday, October 12-Professional Development

*Professional Development days will now fall on Presidents' Day and Columbus Day each year.

Friday, September 20, 2019 Picture Day

Friday, June 5, 2020-Pre-K Graduation