



Parent Handbook



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15819 Wyoming St. Detroit, Michigan 48238

WELCOME TO ANGELS OF ESSENCE CHILD CARE CENTRE

Program Philosophy

Angels of Essence Child Care will provide a loving, safe, and educational environment for all children. Children will learn at his or her own pace. Children will learn to use and develop their own skills. All children will be taught according to their own development, not age, nor disability. We will teach the children the fundamentals of socializing, self-readiness, proper use of language, manners, numerals, alphabets, colors, reading, and simple math. Their knowledge will continue to grow educationally, as we continue to provide quality service and care

Mission

Our program is structured with you in mind. Our staff will develop an individual plan for your child. We realize that children of all ages and abilities develop, grow, and learn at their own pace. We will use multiply learning aids to assist your child with growth and development. Children will use age-appropriate materials and gain such knowledge through blocks, flashcards, story books, workbooks, circle time, educational videos, exercise, dramatic play, and through interaction with other children. The children shall be able to demonstrate their learned skills as time progress.

Goal

Our goal is to make sure each every child receive quality care and service. It is my personal goal to make sure that every child gains the knowledge the he or she will need to move on to the next level of education. I ask that each parent get involved and participate. Parents are the foundation to their child's education. I encourage and welcome your comments, suggestions, and any concerns that you may have.

Staff

Our staff is here to assist you and your child. Our assistants are CPR and First Aid trained and certified Staff have to adhere to a background check prior to employment, previous employment check, reference check, and attend child development classes and training throughout their employment. Our staff is required to wear uniforms/scrubs. Our staff have been trained to assist you and teach your child educational values.

**Thank you for choosing Angels of
Essence Child Care.**

Welcome aboard,
Miss Berry Henderson
Proprietor

WELCOME TO ANGELS OF ESSENCE CHILD CARE CENTRE

Thank you for choosing Angels of Essence child care. I am delighted to have you with us. My staff and I will care for your child as we would our own children.

We, at Angels of Essence Child Care Centre, strive to meet the needs of every child, at their own level; creating a plan to promote independence, academic enrichment, as well as enhance social, emotional, fine and gross motor skills.

Our staff is committed to building a foundation for your child to become the best that they can be. As we prepare them for Kindergarten, we will work with you to assure that they are developing age appropriately. Therefore, we have partnered with The Order of the Fishermen Ministry Head Start, where we offer Early Head Start, ages 0 through 3 years old, to families who meet the specific guidelines as outlined by the Head Start Program. Your acceptance into enrollment will be determined on several factors. An enrollment officer, from the Head Start Program, will contact you for eligibility requirements.

Your child may qualify for dual enrollment. They may be a student enrolled into our head start program, but may need care before or after our head start hours.

Our Head Start Program is Monday through Friday, 7am to 4pm and is in session from September through July. There may be days or hours that you may be financially responsible for if your child is in attendance outside of those designated days and times. Yes, you may apply for childcare assistance from Michigan Department of Health and Human Services (MDHHs) for financial assistance

As a proud partner of The Order of The Fisherman Ministry Head Start, We will offer the following services and much more...

- | | |
|---|--|
| • Certified Teachers | • Home Visits |
| • High Scope Curriculum | • Parent Teacher Conference |
| • Pull ups/ Diapers/ Wipes | • Referral Services |
| • Approved nutritional meals and snacks | • Early Intervention Behavioral Services |

If you would like to enroll and learn more about our Early Head Start Program, please see an office, Admin Staff Member. We look forward to working with you and your child at Angels of Essence Child Care Centre.

Educationally Yours,

Betty Henderson, Director
Charles Williams, Certified Site Leader

Angels Of Essence Child Care Centre

Daily Activity Sheet

5:30 AM - 8:14 AM

MORNING ARRIVAL (TEMP TAKEN, HANDS WASHED. MASKED)

8:15 AM - 8:30 AM

LEARNING & DISCOVERY/PBS CHANNELS

8:30 AM - 9:00 AM

BREAKFAST

9:00 AM - 9:15 AM

BATHROOM TIME

9:15 AM - 9:45 AM

TABLE TIME (HIGH SCOPE'S PRESCHOOL CURRICULUM)

10:15 AM - 10:30 AM

SNACK TIME (TEMP TAKEN, HANDS WASHED)

10:30 AM - 11:00 AM

OUTSIDE TIME (30M)

11:00 AM - 12:15 PM

INTERACTIVE TIME (MUSIC, DANCE, CRAFTS)

12:15 PM - 1:00 PM

LUNCH TIME (TEMP TAKEN, HANDS WASHED)

1:00 PM - 1:15 PM

BATHROOM TIME

1:15 PM - 2:45 PM

REST/NAP TIME

2:45 PM - 3:15 PM

BATHROOM TIME

3:15 PM - 3:30 PM

OUTSIDE TIME (15M)

3:30 PM - 3:45 PM

AFTERNOON SNACK (Temp taken, Hands Washed)

3:45 PM - 5:00 PM

Dismissal Time (Building Social Skills. Movies)

5:00 PM - 5:30 PM

OUTSIDE TIME (30M)

5:30 PM - 6:00 PM

EVENING MEAL (Temp Taken, Hands Washed) (After hour childcare ONLY)

6:00 PM - 7:00 PM

Socialization/Homework Bathroom Time

7:00 PM - 7:15 PM

OUTSIDE TIME (15M)

7:15 PM - 7:30 PM

EVENING SNACK (Temp taken, Hands Washed)

7:30 PM - 8:00 PM

Bathroom Time

8:00 PM - 8:30 PM

OUTSIDE TIME (15M)

8:30 PM - 5:30 AM

Rest Time

Angels Of Essence Child Care Centre Rates/ Contract

Child Care Centre Business Hours
Monday through Friday 5:30 AM - 11:30 PM; Saturday 6 AM - 6 PM

Morning Care: 6:00AM - 6:00PM

6 weeks - 2years old - \$250.00 wk

3 years old to 5 years old - \$195.00 wk

Before 6AM arrival may be subject to additional charges at Director's Discretions

Afternoon Care: 3:00PM - 11:59PM

6 weeks - 2 years old - \$275.00 wk

3 years old to 5 years old - \$250.00 wk

Overnight Care: after midnight departure

3 years old to 12 years old - \$250.00 wk

Latchkey:

Before OR after care \$20.00 day
(School age children)

Before AND after care \$35.00 day

Sat/Sun Weekend Care: 6:00AM - 6:00PM

6 weeks - 2years old - \$77.00 day

3 years old to 12 years old - \$70.00 day

Transportaion:

Available from outside contractor. Separate rates do apply.

Drop-in (Based on availability)

Monday -- Friday \$65.00 day

Summer Camp (Based on availability)

6 years old and older - \$160.00 wk

Payment Details

Tuition Payments

All tuition payments are due on FRIDAYS, no later than 6:00PM, to avoid possible late payment fees. A late payment charge of \$25.00 on Friday and \$10.00 for each additional day late, will be automatically added until paid in full. _____(initials)

There is a \$40.00 fee for all RETURNED CHECKS, in addition to any return fees that may be incurred by your financial institution. _____(initials) Note: A NO-SHOW, after commitment to come to childcare centre, may result in expected due payment.

Late Pick-Up Fees

For any parent who picks their child up after the expected pick up time, a \$25.00 flat late fee will be assessed for the first 15 minutes, then an additional \$1.00 per minute thereafter, until picked up. All pickup fees are due on the NEXT BUSINESS DAY or child will be refuse entry. _____(initials)

Withdrawals

A two week advanced notice, in writing, is REQUIRED when withdrawing your child from active enrollment. You will be responsible for full tuition for two weeks if notice has not been receive in a timely manner. _____(initials)

Equipment Fees

There is a \$50.00 MANDATORY annual equipment fee due, PER CHILD, on May 1, of each year, to cover the costs of replacing broken equipment, toys, and outside play items. This fee will also be used to purchase new child care items equipment, as needed, for your child's learning, play, and educational enjoyment. _____(initials)

Parents Vacation/Breaks – Regular tuition due

Director's Vacations

Ms. Betty will allow herself a two-week vacation each year; not to be taken all at once. The State of Michigan encourages this break for owners, as outlined in your Parent handbook. Because this time off is classified as a paid vacation, no tuition is due from private pay parents. However, State of Michigan Child Care (DHS) will be billed.

Rules and Regulations

Smoke Free Environment

This is a smoke free environment. Parents and staff must refrain from smoking on the premises at all times.

Probationary Period

We will Strive hard at making your child's stay enjoyable and pleasant. However, enrolling your child into a new environment will be a new transition. If for any reason your child has not adjusted within 21 days of enrollment, you may withdraw your child from day care without penalty (Written two weeks advance termination notice).

Outdoor Play

Outdoor activity allows the children to release extra energy while engaging in exercise, play, and nature activity. All children are expected to go outside daily for at least 30 minutes every 3 hour intervals as weather permits. In the event of extrc]eme hot or extreme cold temprc]atures, children will have plentiful indoor activities to release energy. Please dress your child appropriate to seasonal temperatures.

Fire/ Tornado Drill

In accordance with the state rules and regulations, fire and tornado drills will be held at regular intervals. (see log) The purpose for these drills are to instruct children of safety procedures to follow in case of an actual emergency. A sound from the smoke detector will indicate a fire drill. A whistle will indicate a tornado drill.

Absent/ Late

Please call the day care or send a message in Brightwheel as soon as possible., if your child will be absent or late. Meals and activities are planned with the intentions that your child will be in attendance. Please remember to feed your child you are going to be late.

Meal/ Snacks times

All meals and snacks are provided to your child. No additional food may be brought into the daycare, unless birthdays, holiday party, et. and is approved by the director. Breakfast 8:30am/ Snack 10:15am/ Lunch 12:15pm/ Snack 3:30pm/ Light supper 5:30pm. each child will receive 2 meals and 1 snack daily.

Schedule

Part time parents and parents whose schedules are flexible, are required to place their work schedule in Brightwheel by Sunday at 7:00pm. Please leave message on answering service if staff is unavailable.

Rules and Regulations

Supplies

All children must have a complete change of clothes, washcloth, toothbrush, house shoes, blanket, and a fitted crib sheet to remain on the premises. Kleenex and wipes are to be supplied on the 1st of every month. PLEASE LABEL ALL ITEMS. Blankets and clothes will be sent home for laundry on Fridays. Please return on Monday

Infant Supplies

Children 12 months and younger will need 2 complete change of clothes, 2 receiving blankets, washcloth, a pack of diapers, 4 bibs (Velcro or snap- no string), wipes and 4 bottles of formula. All Stages of food, water, and juice will be provided by AOE for you.

Visitations

Only parents of enrolled children may visit at any times. No other relative or friend may visit. This is to maintain the safety of all our children. If someone, other than a parent, is on the pickup list, valid identification must be presented

Conferences

Our open-door policy allows parents to discuss any concern that you may have, however, parent-teacher conferences will be held twice a year. If the director is not available for immediate discussion, please schedule a meeting through staff. Any/ All concerns, that parents may have, are encourage to be addressed as soon as possible

Sign In/ Sign Out

All parent(adults), MUST sign the child in and out daily. This is used for accurate attendance as well as calculating the hours for the week. The attendance is monitored by the State of Michigan at their request.

Notice of Withdrawal of Enrollment

If you would like to terminate your child's enrollment, you MUST complete a "Withdrawal of Enrollment" form and give a notice of at least 2 weeks in advance. If notice and form is not received, you will be held responsible for their full 2 weeks of tuition after withdrawal. Angels of Essence Child Care reserves the rights to terminate enrollment at any given time.



Food Service and Nutrition Policy

Angels of Essence Child Care Centre is enrolled in the Mid Michigan Food Program. All meals and snacks are provided to your child. Children will have unlimited access to water. NO additional food may be brought into the centre, unless birthdays, holidays party, or other special occasion approved by the Director.

Angels of Essence Child Care Centre provide nutritional and sufficient meals for our children who may include, but not limited to one breakfast, two snacks and one lunch, depending on hours of enrollment. (Refer to Daily Activity Sheet in Parent Handbook for additional meal times). It is mandated by the State of Michigan that providers inform parents that we do sometimes serve meals that have been processed and stored in cans: i.e., ravioli, pork and beans, and vegetables. It is our obligation to remain in compliance with the State of Michigan rules and regulations by informing the parents of our choices to use home canned foods during food preparations. We will monitor all preparations of all forms of food for expiration dates and spoilage to ensure that they are safe for consumption.

Admission Policy

Angels of Essence Child Care Centre does not discriminate against race, religion, color, creed, or disability. We will accept application and consider enrollment providing vacancies are open. Admission process will include the completion of an application, an informal tour of centre, a meet and greet conference with parent and staff to review in detail Parent Handbook, and financial obligations. Angels of Essence Child Care Centre reserves the right to incorporate a PROBATIONARY PERIOD for all new enrollees. Our first day of enrollment, child must have supplies. (Refer to the Guidelines: Rules and Regulations for supply list and probationary details).

Schedule of Operations

Licensed 24 hours- 7 days

Operating hours may vary; dependent upon parents needs.

Fee Policy

Refer to Angels of Essence Child Care Centre Rates/ Contract in Parent Handbook.

Typical Daily schedule

Refer to Angels of Essence Child Care Centre Rates Activity Sheet in Parent Handbook.