



GABBY'S GUPPIES

CHILD CARE

Gabby's Guppies Child Care
Parent Handbook & Policies
417 Quincy St
Hancock, MI 49930
906-231-0708

Updated 5/1/2025

Gabby's Guppies offers a safe, loving environment where your child will be accepted, loved, nurtured and stimulated. We offer an environment that will allow you to focus on work, and know that your little is in great hands!

Welcome to Gabby's Guppies Child Care!

Gabby's Guppies believes a child deserves a loving, caring, safe, and calm environment. Gabby's Guppies Child Care offers you and your family much more than just child care. We welcome all as part of the family through a support system that nurtures all!

Gabby's Guppies offers a safe, loving environment where your child will be accepted, loved, nurtured and stimulated. We offer an environment that will allow you to focus on work, and know that your little is in great hands!

We offer stimulation and developmentally appropriate practices to the children. They include music and movement, outdoor play, sensory motor play (finger painting, playdough, sand & water), arts and crafts, story and sharing times, puzzles, building materials, dramatic play, and our favorite - - lots of love and laughter.

To facilitate greater understanding between us, we have created this handbook. It covers our childcare philosophies, business policies and expectations. Please read this handbook carefully, and feel free to discuss with us any questions that you may have.

PHILOSOPHY

Each child is a special, unique individual with a mind and body just waiting to be stimulated, listened to, and loved. Gabby's Guppies strives to meet your child's physical, intellectual, social and emotional needs. Children learn best in a creative and natural learning environment. All children will learn every day by being part of our extended family. Patience, sharing, responsibility, compassion for self and others, communication, and teamwork will be practiced daily within Gabby's Guppies Childcare.

LICENSING INFORMATION

Gabby's Guppies Child Care is licensed by the State of Michigan, Department of Licensing and Regulatory Affairs to provide child care services to children located at 417 Quincy St., Hancock, MI 49930. Licensing documentation is located at the Parent Information Board, at the main entrance of the center.

HOURS OF OPERATION

Gabby's Guppies will be open Monday through Friday 7:30am-5:30pm.

The child care will be closed during the following Holidays:

- New Years Eve & New Years Day
- Easter - Good Friday and Easter Monday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day & Day After Thanksgiving
- Christmas Eve
- Christmas Day

If Holiday falls on a weekend, we will close that following Monday.

ADMISSIONS AND WITHDRAWAL POLICY

Gabby's Guppies Child Care accepts children ages infant through 12 years without discrimination on the basis of race, color, sex, sexual orientation, creed, national origin or ancestry.

Application Process

- Applications are accepted via our website gabbys.guppies.com
- After submission of application, you will be contacted by Gabby's Guppies.
- If the center is full your child will be put on our waitlist.
- When there is an opening at the center, parents on top of the waitlist will be contacted for a parent/child interview.
- The parent/child interview also acts as a meet and greet/tour. This meeting allows parents and providers to make sure Gabby's Guppies Child Care is the best fit for their child.
- Admission to the center will be notified via email, and parents will be given 3 business days to accept or deny the spot.

Pre-Enrollment

- Parents/guardians are required to submit the enrollment packet supplied via Brightwheel prior to the child's starting date. This includes a Child Information Card, Health Appraisal Form & Immunizations, Food Program Form, Signed Parent Handbook.
- Parents are required to pay the \$250 retainer to hold their child's spot. This retainer is returned at the end of care.

- All children are required to have a complete up to date immunization record on file at Gabby's Guppies Child Care. Health Appraisals are to be updated yearly. Waivers from the Health Department are accepted as an exception.

Withdrawal Process

- A 2-week notice for withdrawal of the program is required.
- If 2-weeks notice is not received, the parent/guardian forfeits their \$250 retainer.
- The first 2-weeks of child care are considered a trial period. During this trial period, the child is assessed to see if Gabby's Guppies Child Care is a good environmental fit for the child. If determined not a good fit, the enrollee will be removed from the program.

TUITION & FEE POLICY

A \$250 retainer fee is required at time of admissions to hold a child's slot. At the end of enrollment, the retainer fee will be refunded to the parents.

Enrolees will be invoiced for tuition weekly via Brightwheel. Tuition is due a week in advance of care provided.

Example: Tuition due Friday the 10th, will cover child care the following week of the 13th.

AGE	Weekly Rate
0-30 months	\$265
Toddler 30months+	\$255
Drop In/Daily	\$55 Daily

Gabby's Guppies Child Care **does** accept Drop In/Part Time Care. Enrolled Drop In Families will receive an email on Sunday Mornings with an available schedule. Parents/Guardians must reserve slots for the day via the google form sent. Tuition will be billed immediately once slot is reserved, and must be paid prior to care.

Tuition includes Holidays.

If the center closes due to staff illness, or weather advisories, tuition is included.

Tuition is on a 52 week basis. If excessive closures occur, the director will adjust tuition accordingly.

Failure to pay on time will result in a \$50 late fee. If no payment is received within 7 days, enrollee will be removed from the program.

A fee of \$1/minute will be charged for late enrollee pickup. The child care center closed at 5:30pm M-F.

Tuition will be adjusted as needed on a yearly basis.

Inclement Weather Policy

Gabby's Guppies Child Care will follow Houghton County Schools for closures or late starts due to inclement weather. For late starts, the center will open at 9:00am. Parents will be notified via Brightwheel.

CHILD RELEASE PROCEDURE

- Parents/guardians are required to sign their child in at arrival and sign them out at departure everyday using Brightwheels features. They must communicate with a teacher to acknowledge the release of their child.
- We will not release a child to anyone who we feel is under the influence of drugs, including alcohol.
- Only those listed on your child's information card are able to pick up your child. ID will be required at pick up. There is no exception to this. We cannot accept phone calls telling staff that someone else will be picking up your child. Please make sure to include more than one pick up person in case of an emergency.
- If you share custody of your child it is your responsibility to provide a copy of the custody agreement to ensure a safe and secure environment for your child.
- It is your responsibility to keep Gabby's Guppies updated on your child's information.

COMMUNICATION

Our commitment to you starts with your commitment to us. For this support system to thrive, we must have open, honest communication. Please feel free to share your concerns, problems, and any situations which affect you and your child, as we will share ours with you. Our goal is to have a respectful, mutual relationship, over the bond of your child!

- Parents of infants will be notified about their child's day at pickup and will receive updates through Brightwheel
- Parents of toddlers & preschoolers will be notified about their child's day at pick up and will receive updates through Brightwheel
- If your child will NOT be attending on your scheduled day, please let us know ASAP for staffing reasons & meal counts.

HEALTH

(1) Complete Physical Examination (Health Appraisal Form): Children must have a current year physical examination on file within 30 days of the child's first day of attendance in order to continue in the program. Please ensure that your doctor performs a complete physical and documents the information on the physical exam form and must have a doctor's signature. Additional medical forms may need to be completed by your child's doctor. If a child has allergies, asthma, seizures, diabetes, and/or other conditions more information may be required. Physical evaluations must be updated as follows:

- Yearly for 0-30 months.
- Every 2 years for 30 months +

(2) Up-To-Date Immunizations: Children must have the series of immunizations that are recommended by the State of Michigan Health Department in order to attend Gabby's Guppies Child Care. A copy of the child's immunization record must be in the child's file prior to their first day of care. Your child must be up to date on all required immunizations. Failure to comply may result in the child's removal from the program. Parents are required to update their child's vaccine record following the administration of vaccines.

Waivers:

In 2014, Michigan modified the administrative rules that changed how nonmedical waivers for immunizations will be processed for schools and childcare programs. The new rule requires parents/guardians who want to claim a nonmedical waiver to receive education from a county health department about the benefits of vaccination and the risks of vaccine-preventable diseases before claiming the waiver.

A nonmedical waiver is a parent's/guardian's written statement indicating the religious or philosophical (other) objections to a particular vaccination(s). Based on the new rule, parents/guardians will no longer be able to submit an uncertified immunization waiver form to the school or childcare center. Parents/guardians will need to:

1. Contact their county health department to receive immunization waiver education and to obtain a certified State of Michigan Immunization Waiver Form with the name of the program the child will be attending.
2. Take the certified State of Michigan Immunization Waiver Form to their child's school or childcare facility.
3. Parents/guardians will need to submit to the school or childcare center the completed, certified, nonmedical immunization waiver form and/or complete immunization record every year.

TERMINATION

A child may be discharged from the daycare for the following reasons:

- Failure to pay fees in a timely manner
- Lack of cooperation on the part of the parent
- Failure of the child to adjust to the program. Should the child have problems, the provider will advise and consult with the parent concerning how the problems could be resolved.
- Repeated failure to pick up the child in a timely manner

Gabby's Guppies will give two-week's written notice of termination for which full tuition is due, whether or not your child is in attendance. We reserve the right to give written notice of immediate termination where there are extreme circumstances that affect the wellbeing of staff and/or other children in attendance. In this situation, the two-week payment is not required. Retainer will be returned in situations where two-week notice is not given.

LICENSING NOTEBOOK

Gabby's Guppies Child Care has a Licensing notebook.

The licensing notebook is on file in our office and is available to parents during regular business hours. Licensing inspections and special investigation reports from at least the past 2 years are available on the child care licensing website at <http://www.michigan.gov/michildcare>.

OPEN DOOR POLICY

We maintain an open-door policy for parents. You are always welcome to call or stop in to see your child at any time. Open door policy does NOT mean that the doors will be kept unlocked. We believe that it is extremely important to keep the doors locked for the safety of the children. We do not want unwanted or unexpected visitors to enter without permission. Your child's safety is our first priority.

PARENTS RECEIVING DHS ASSISTANCE

DHS helps pay day care services. Even if you are granted 100% of day care assistance and it does not match up to Gabby's Guppies Child Care rates, you will be responsible for matching our weekly rate for the care provided. You will be responsible for all hours not paid at the DHS hourly rate

Parents must pay weekly tuition out of pocket, until the child care center receives correspondence of DHS subsidy hours in the mail.

TAXES

We will keep a detailed record of all the payments you make throughout the calendar year. This record should be picked up in our office every year for your tax purposes. They will be available anytime after January 5th. You may also request a printed statement any other time during the year.

ITEMS PARENTS ARE RESPONSIBLE FOR PROVIDING

PARENTS OF INFANTS are responsible for supplying:

- formula/breast milk, baby food
- Diapers
- Wipes
- a pacifier(if applicable)
- a full change of clothing appropriate for the weather and any other supplies that your child's teacher deems necessary.
- Bottles **MUST** be labeled with the child's first and last name, date you are providing it and if it is breast milk, it must also include the date it was expressed.
- Packages or boxes of diapers and wipes may be brought in and stored in your child's cubby. Please make sure all items are clearly labeled with the child's full name.

We support and encourage breastfeeding your child. Breastfeeding has numerous benefits for both babies and their mothers. Staff are trained on the importance of breastfeeding as well as safe handling and proper storage. We offer a **parent bonding room** outside of your child's classroom within the center for any mother(Parent/Teacher) choosing to either breastfeed or express milk throughout the day.

PARENTS OF TODDLERS & PRESCHOOLERS are responsible for supplying:

- a full change of clothing (including socks and underwear) appropriate for the weather
- an afternoon snack and a blanket for your child to use throughout the week.
- All blankets will be sent home to be laundered every Friday and must return on Monday for continued use.
- Packages or boxes of diapers and wipes(for toddlers) may be brought in and stored in your child's cubby.
- Please make sure all items are clearly labeled with the child's full name.

AFTERNOON SNACK

- An afternoon snack **MUST** be provided for all children **EXCEPT** infants. All snacks **MUST** be labeled with first and last name, date provided, and if it is not in the original container, the snacks needs to be labeled with what it is.

- We encourage healthy snacks to be brought in such as fresh fruits, veggies, yogurts. All items brought must be in a cold lunch container, and able to stay cold externally until Afternoon Snack.
- Please DO NOT send the following items: Candy, fruit roll ups/fruit snacks or any food that might be considered a choking hazard.

MEALS & SNACKS

Gabby's Guppies Child Care provides a nutritious breakfast, lunch, and AM snack. Menus are provided monthly and are created with children's tastes in mind. Well balanced meals are necessary for children to meet their daily energy needs and develop healthy bodies and strong minds.

- Every breakfast includes: a grain, a fruit and milk.
- Every snack includes: a grain & 100% juice
- Every lunch includes: a protein, a fruit, a vegetable, a grain & milk.

Parents of infants must provide formula and/or breast milk. Bottles must be prepared in advance of your child's arrival at the center. Solid food must be in the original unopened container. Food and formula will be heated using bottle warmers. Baby cereal may be brought in the box and we can mix it according to directions.

Older children are provided breakfast, morning snack, and lunch. We will practice proper table manners. The teachers will encourage the children to taste every food item. Picky eaters usually eat better at school because they see the other children eating. All foods are talked about in a positive way.

We celebrate holidays and birthdays during afternoon snack time. You are welcome to share party cookies, cupcakes, or some other food. If you plan to bring treats in celebration of your child's birthday, please schedule the date with your child's teacher.

Classrooms may contain peanut-free tables to accommodate needs ALSO entire classrooms may become peanut-free/egg-free at any time.

HEALTH, ACCIDENT & INJURY POLICY

At Gabby's Guppies, we only want what is best for all the children and staff within the school. This policy is to protect other children and teachers. A child who is not feeling well at day care is typically miserable and therefore requires more attention leaving an unbalanced setting. Furthermore, we do not want to get other children and our teachers sick. At the 1st sign of any of these symptoms, parents will be notified via a phone call to let them know the child may not be feeling well. If the child's symptoms meet the criteria for being sent home, we respectively ask that parents pick their child up within 30 minutes. If for any

reason the parents are unavailable, we will refer to the emergency contact page of the Registration Form.

Children will be sent home for the following reason(s):

- Fever of 100 degrees or higher regardless of teething or shots. (A child with a fever in most cases means an infection is present).
- The child is in pain & is uncomfortable. A child may signal pain by crying, pulling at the ears, refusing to eat or drink and saying that areas of the body hurt.
- Vomiting – 1 instance of vomiting.
- Diarrhea – 2 bowel movements that are runny or watery.
- Rash – anywhere on the body.
- Pink eye.
- A child who has lice AND/OR eggs present in their hair.
- A change in behavior – a happy, active child becomes tired, irritable and refuses to play.

A child is well enough to return to child care when:

- A child has been seen by a doctor and a doctor note is provided with the exact reason the child was seen and treated.
- A contagious disease is no longer communicable.
- Fever free 24 hours without medication (MUST BE OUT THE FOLLOWING DAY, AFTER BEING SENT HOME)
- Pink eye, on medication 24 hours with no drainage.
- A child feels well enough to participate in group activities.
- A child has been on an antibiotic for at least 24 hours and has no fever.
- Vomiting, diarrhea and rashes have not been present for 24 hours.
- Lice and their eggs have been completely removed.

Owner/Director has the discretion to make changes at any time. Owner/Director also has the discretion to not accept a doctor's note, if there is reason to believe that the doctor's note could negatively impact the health and safety of the child care center.

ACCIDENT, INCIDENT, INJURY NOTIFICATION POLICY

Anytime there is a minor accident, incident or injury you will be notified at the end of the day with our hurts-n-hugs report. You will need to sign the form and it will be placed in your child's file. We are more than happy to make a copy of the report so you have a record of the accident, incident or injury. When it comes to any accident, incident or injury we will use our best judgment to determine if a phone call needs to be made to the parents. If we determine that a phone call needs to be made, it will be done so immediately. Generally, the Lead Teacher will call to notify you but occasionally it may be the Director or Assistant Director. If for any reason neither parent is available, we will refer to the emergency contact page of the Registration Form.

MEDICATIONS

Both nonprescription and prescription medications, ointments, and creams can be given to your child if needed.

- Tylenol/ibuprofen will not be given, unless a doctor's note is received.
- Parents are required to fill out the proper forms and to supply all medications in their original containers.
- All written instructions shall be valid for no more than 30 days unless a shorter time period is designated by the physician, dentist, or parent.
- These medications/ointments either prescription or over the counter must be labeled with the child's name, physician's name (if applicable), date, instructions and strength of medication to be given.
- NO EXCEPTIONS! We may not exceed the manufacturer's recommended dosage unless with written physician's instructions when administering nonprescription medication.

CLEANLINESS & HYGIENE

We do our best to maintain strict cleanliness and hygiene standards. Children's hands are washed with anti- bacterial soap.

Handwashing is required of children when:

- Before and after eating
- After using the toilet/have their diapers changed
- After playing outside
- After handling pets or pet objects
- Whenever hands are visibly soiled

Handwashing is required of providers when:

- Before and after handling food, preparing bottles, or feeding children
- After use of toilet
- Before and after assisting children with toileting, or changing diapers
- After meeting any bodily fluids (soiled diapers, snot, spit, vomit, etc.)
- After removing gloves for any purpose
- Before and after giving or applying medication/ointment
- After blowing nose, coughing, sneezing

Infants sleep in separate cribs, with clean sheets used only by them. All cribs and mats are sanitized between uses. Children use separate cups, plates, bowls and eating utensils. Tables, toys, etc. are disinfected with a bleach water solution after each use.

TOILET TRAINING

Toilet training will be done in a relaxed manner with the cooperation of the family. If potty training begins when your child is ready, the task is quick and easy. In addition, your child must have a complete change of clothes (don't forget the socks!) The best items are shorts and pants with elastic waists, or dresses. Try to avoid really tight clothing, pants with snaps, zippers, belts, overalls, and onesies. These are difficult for children to remove in a hurry.

NAPS & QUIET TIME

The State of Michigan requires all children in child care to have a designated rest period each day. All children must nap, rest, read or play quietly during this period. Rest time gives everyone a much-needed break during the day. Without rest time, some children are argumentative in the afternoon, short-tempered with others, and not really happy when they go home in the evening. Infants will sleep in State Approved porta-cribs while toddlers and preschoolers sleep on cots.

-Children over 12 months are required to have a blanket. Please see "Items Parents Are Responsible For Providing" in this handbook for more information.

-Children must arrive for the day no later than 10:30am. This is to ensure routine & consistency with both staffing and the other children in care.

-We DO NOT allow parents to drop off during nap time without prior approval. This disrupts the entire classroom and children do not get the rest that they need. Please keep in mind that staff take their lunch breaks during nap time and the classroom must continue to maintain a ratio.

Extra teachers are not available to be with a child outside of the classroom. Therefore, dropping off a child may not be approved until 3:00pm.

TYPICAL DAILY ROUTINE

(Age Appropriate)

7:30 - 8:30 Breakfast

8:30-9:30 Free Play

9:30-10:30 Group Activities/Circle Time

10:30-11:30 Outdoors/Gross Play

11:30-12:00 Lunch

12:00-2:30 Story time and get ready for nap

2:30-3:00 Waking up Snack time

3:00-4:00 Circle time/Group Play (additional outdoor time/weather permitting)

4:00-5:30 Clean-up toys and games and free play until parents arrive

*This schedule will vary from day to day based on the number of children in attendance, age of children in attendance, and the weather.

ANTI BIAS POLICY

We believe that every child has the right to develop physically, mentally, morally, spiritually and socially regardless of race, color, gender, language, religion, or other status. We believe that all children and their families should feel welcomed, respected and valued. We believe that children and staff should embrace diversity and open themselves up to others in their world.

Therefore we:

- Value our children, families and staff
- Share diversity through reading stories
- Play food from different cultures
- Enjoy songs, games and music from different cultures
- Incorporate language and practices from families' home culture
- Promote the development of empathy
- Provide professional development for our educators
- Work in partnerships with families

CHILDREN WITH DISABILITIES OR DELAYS

The activities and materials used in most early childhood classrooms are designed to meet the needs of many children with or without disabilities. When they do not meet the specific needs of a child, they can be adapted or expanded to accommodate that child's individual needs. It is important to assess the child's abilities and the classroom environment. Goals and objectives can then be identified and then expectations can be set up for the child's participation in the classroom by creating adaptations and accommodations that address those needs.

Once implemented, their effectiveness will be assessed on a regular basis, shared with the family and revised, as necessary.

Some accommodations may include but not limited to:

- Welcoming Early On services
- Staff using basic sign language

- We are a Peanut Free center
- Epi-Pen use when necessary
- Allow reasonable accommodations in the classroom
- Longer transition times between classrooms to allow for adjustment
- Wheelchair access ramp at 2 exterior doors to help assist children, staff and/or families
- These are just a few examples. All reasonable suggestions will be heard and implemented

PARENTAL INVOLVEMENT

There will be times and ways you can get involved in your child's child care experience. You are welcome and encouraged to participate in any or all of these. Some examples of ways to be involved include:

- Lending objects for units of study
- Visiting and talking about your job
- Helping your child at home with the concepts we are studying here
- Helping your child prepare for "Show and Tell"
- Helping to provide treats or other items for our parties
- Volunteering at our classroom parties
- Chaperone on a field trip

All parents are encouraged to attend and participate in holiday parties and special events.

TRANSITIONS

Gabby's Guppies Child Care feels it's very important to support your child and your family during the transitions between/among classrooms, agencies, and schools. When your child is ready to transition to the next classroom, your child's teacher will show you the classroom, introduce you to the teachers and discuss any expectations that you have. Teachers in both classrooms will communicate and work together to ensure your child's best interests are met.

Gabby's Guppies has a resource guide in the office with information regarding local schools. We will also notify you of upcoming Kindergarten Round Up meetings, beginning Kindergarten events, immunization clinic events and more as that information becomes available throughout the year.

FIRE & TORNADO SAFETY

We have a written fire evacuation plan and practice a fire drill with the children every quarter throughout the year. In addition, we incorporate fire safety into our curriculum. The center is inspected regularly for fire safety. We also keep a written tornado plan and perform drills in the spring, summer and fall months.

DISCIPLINE POLICY

Gabby's Guppies Child Care Learning Center has established acceptable methods of guiding the behavior of children for their protection and growth. These guidelines will be administered in a way that will help each child develop self-control and assume responsibility for his or her actions through clear and consistent rules and limits appropriate to the ages and development of children in care. All discipline will relate to the child's action when possible and will be handled without prolonged delay on the part of the staff, so that the child is aware of the relationship between his or her actions and the consequences. The staff uses acceptable techniques and approaches to help children solve problems.

These techniques include, but are not limited to:

- Redirecting a child to an alternate activity
- Rewarding acceptable behavior
- Encouraging children to talk about their feelings and providing an example for children by speaking and interacting with children in a positive manner.

Gabby's Guppies Child Care Learning Center will discipline in the following manner:

- The staff will first talk to the child about their behavior.
- The staff will redirect the child to another activity.
- For a child under the age of 3 years old, instead of a time out, the child will be encouraged to "take a break" or "cool off" on a bean bag in the classroom. The child will not be forced to stay on the bean bag and can come and go as he/she pleases.
- Also, the child may be given an activity on the bean bag such as books or puzzles.
- Time outs (if absolutely necessary) will be 1 minute for the age of the child beginning at 3 years old. Time outs will be handled as a "calm down chair" and children will be given drawing materials to draw out/express feelings.
- A child may need to be removed from the classroom to offer some relief to the classroom or themselves. This could result in visiting the office or going for a walk down the hallway until his/her behavior is under control.

Oftentimes children can become overstimulated and will benefit from a change in environment for a few minutes. Depending on the behavior, a phone call may be placed to the parents.

- Behavior logs will be provided when repetitive negative behaviors persist. Behavior logs are filled out by the child's teacher, signed by the Director and shared with the parent. A parent must sign the log and will be placed
- in the child's file. Behavior logs are used to document the behavior and communicate regularly with parents to ensure consistency in guidance between home and school. These logs will help foster a collaboration between

- the child care staff and parents to determine what discipline/redirection techniques help the child be successful.
- Behavior logs will be used to determine if expert resources are needed such as a referral to “Early On” services.
- Both the center and/or the parents can make a request for services through “Early On”.
- Gabby’s Guppies Child Care Learning Center will provide parents with the names of local services that may be contacted for guidance concerning disruptive behavior or behavior delays.
- If after exhausting all of the above possibilities, the child’s disruptive behavior continues and this behavior puts other children/staff in danger, there will be a formal meeting between parents, teachers and the Director to discuss if Gabby’s Guppies is the right fit for the child’s daily needs.

All of the following means of punishment are prohibited:

- (a) Hitting, spanking, shaking, biting, pinching, or inflicting other forms of corporal punishment.
- (b) Placing any substances in a child’s mouth, including but not limited to, soap, hot sauce, or vinegar.
- (c) Restricting a child’s movement by binding or tying him or her.
- (d) Inflicting mental or emotional punishment, such as humiliating, shaming, or threatening a child.
- (e) Depriving a child of meals, snacks, rest, or necessary toilet use.
- (f) Excluding a child from outdoor play or other gross motor activities.
- (g) Excluding a child from daily learning experiences.
- (h) Confining a child in an enclosed area, such as a closet, locked room, box, or similar enclosure.
- (i) Time out must not be used for children under 3 years of age.

MANDATED REPORTING

Michigan Child Protection Law requires that certain professional report any suspicions of child abuse or neglect to Children’s Protective Services (CPS) at the Department of Human Services (DHS.) The employees of Gabby’s Guppies Child Care are considered mandated reporters.

Employees are not required to discuss suspicions with parents prior to reporting to CPS. Under the Child Protection Law, mandated reporters can be held criminally responsible if they fail to report suspicions of abuse or neglect to CPS.

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

- Unusual bruising, marks, or cuts on child’s body
- Severe verbal reprimands towards child
- Improper clothing relative to size, cleanliness, season
- Leaving child unattended

- Transporting child without proper restraints
- Uncleanliness of children upon arrival
- Failure to attend to special needs of children
- Dropping off or picking up a child under the influence (drugs, alcohol, etc.)
- Children who show behavior consistent with abusive situations

SMOKE-FREE ENVIRONMENT

Gabby's Guppies Child Care is a smoking and vaping prohibited premises. Parents are prohibited from smoking tobacco or vapes in the building, on the grounds, and in the parking area of Gabby's Guppies Child Care.

REVISIONS TO HANDBOOK AND CONTRACT

There will be a yearly revision to this handbook and the accompanying contract. All families will sign a new contract each year. We reserve the right to make changes in rates and policies, as we deem necessary. You will be notified in writing of any changes that may occur. Every attempt will be made to give at least two-week notice of changes.

CONFIDENTIALITY POLICY

All students, parents, and employees affiliated with our center have the right to privacy and confidentiality. All personal and sensitive information will be kept confidential among the staff at Gabby's Guppies Child Care. Confidential information about employees, parents and students will not be shared with other students or parents.

EMERGENCY PROCEDURES

Fire:

In the event of a fire, enrollees will be directed and assisted to evacuate the building to the nearest exit. Each room has an evacuation map to the nearest exit. This evacuation map will be reviewed by staff biannually and evacuation will be practiced quarterly with fire drills. Infants will be placed in the wonder wagons in each classroom, and will be moved outside during evacuation. The lead teacher in each classroom will be responsible for directing the movement of students to safety. Head counts will be the first order of business once staff have reached the relocation site of Superior National Bank Hancock Branch. Parents/guardians will be notified as soon as possible using Brightwheel to notify.

Tornado:

In the event of a tornado, enrollees will be directed to the building's tornado fall out shelter located on floor one, on the west end. Students will be brought to this area as soon as there is a tornado threat. Wagons and elevators will be utilized to access the first floor. Tornado drills will be practiced bi-annually. Parents/guardians will be notified via Brightwheel as soon as possible

Other Natural or man-made disasters:

Power Outage:

If a power outage occurs or another building emergency occurs that lasts longer than 30 minutes, parents/guardians will be notified as soon as possible via Brightwheel. Parents/guardians will be asked to pick students up, as center will close. All students will remain in the building until parent/guardian arrives.

Building Emergency - Internal/External Threat:

Should a threat occur in or near our facility - staff will practice shelter-in-place and lock down the facility. Lockdown situations will be practiced biannually. Parents/guardians will be notified as soon as possible via Brightwheel.

Chemical Release:

This is a lockdown situation. Children and faculty will remain in the building. Parents may not pick up their child during this time. A parent/emergency contact will be notified via Brightwheel. When authorities have announced that it is safe to leave the building, parents/guardians may pick up their child.

Serious Accident/Injury:

- Staff will stay with the child, help the child stay calm and quiet. Staff will assess the child's condition, Administer first aid/CPR as necessary.
- Staff will contact emergency personnel, if necessary, and then contact the child's parents.
- Staff will stay with all children. Occupying and keeping other non-injured children.
- If injury is not life threatening but requires medical attention, staff will contact parent/guardian.
- An accident/injury report will be completed by staff members who witnessed the injury and submit the report to the Director
- A "Hurts-and-Hugs" Report will be provided for minor injuries.
- A verbal report of the accident/injury (if medical attention is required) will be made to the LARA consultant within 24 hours of the incident. An "Incident Report" (BCAL 4605) will be submitted to DHHS within 72 hours of the incident.

Pest Control

The premises shall be maintained free of insects, rodents and other pests by:

- Routine Inspection of food storage and service areas
- Eliminating harborage conditions
- Implementing proper pest control/management, such as trapping devices.
- Dead or trapped pests shall be removed as soon as the pests are trapped.
- Anytime the child care center uses pesticides to get rid of pests, parents/guardians will be notified.

Students with special needs and/or chronic illness:

At the time of enrollment, students with special needs or chronic illness will be identified, staff will be notified. Lead teachers that have special needs or illness will adjust and adapt the emergency procedures to ensure the safety of students.

Non-Discrimination Statement

The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.) If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

I have read, understand, and agree to the following policies listed in Gabby's Guppies Child Care Handbook.

Parent Signature

Date