

Eagle's Nest Child Care

Handbook 2023-2024



Byron Elementary School

Early Childhood Program Director

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General Information

Byron Eagles Nest is a self-supporting program of the Byron Area School District. Eagles' Nest is licensed by the Michigan Department of Consumer and Industry Services, Bureau of Regulatory Services. We meet or exceed all standards of quality established by Public Act 116 of 1973.

Philosophy

Byron Eagles' Nest provides affordable quality care for our community. Professionally designed, our program, curriculum, and environment meet the needs of families.

We believe...

- Children are precious, and our job is to create a secure, nurturing place to care for them.
- Children should experience activities that enhance their physical, social, emotional, and intellectual growth.
- Children develop independence, cooperation, creativity, and self-esteem through play.
- Children are individuals with unique needs and talents.
- Drawing upon their training and experience, teachers must create an appropriate educational environment that guides children from one developmental level to another.
- Parents contribute to and enhance the quality of care offered at our center.

Attendance and Absence

Byron Eagles Nest is funded entirely by the fees allocated to families for services rendered. Because of this, we strive to keep costs at a minimum while maintaining a high-quality program. Our most significant expense is staffing, and the proper child/staff ratio is based on schedules provided by families the week prior. Please be sure the schedule provided is accurate and complete. **Due to ratio limits, a staff member may refuse service to those families not on the calendar.**

If you ask us to add your child to our schedule and circumstances change, you have one hour from the first call to make any further changes.

Parents **MUST** give ***SUFFICIENT NOTICE*** of all changes to the schedule. Staff will note all changes on the weekly registration sheet and record the date and time of the change.

SCHEDULING POLICY: ON THE FRIDAY BEFORE THE ENROLLMENT, WE WILL CONSIDER YOUR SCHEDULE TO BE ACCURATE, AND YOUR BILL WILL REFLECT THIS SCHEDULE. YOU MAY ADD HOURS AS LONG AS WE HAVE SPACE, BUT CREDIT FOR ABSENCES OR TIME NOT USED IS NOT ALLOWED.

If your child is ill, you **MUST** call Eagles' Nest before your child before their arrival time. Please do not assume the school office will notify us of a child's absence or illness. We take the responsibility of caring for your child very seriously. Lack of notification will result in staff looking for your child/children when they do not arrive as expected. If you have not notified us of an absence or schedule change, you will be fined \$10.00 in addition to your daily rate.

Enrollment Policy

Byron Eagles' Nest does not discriminate in the enrollment policy based on race, creed, sex, national origin, or handicap. All children age 33 (**and potty-trained**) through 11 are eligible for care. Non-residents may enroll if space permits after residents have had an opportunity to register.

Pre-registration is necessary for the program. You must have registration forms COMPLETED BEFORE YOUR CHILD ATTENDS. All accounts must be up to date. The parent is responsible for informing staff of any changes to the information provided on the enrollment forms that may occur during the year.

Center Closing

The following are the days that we are closed:

- Spring Break
- Good Friday
- Memorial Day
- Week of Fourth of July
- Labor Day
- Thanksgiving Vacation
- Christmas Vacation
- One week in summer for cleaning

There are additional days throughout the year when the center may be closed, but these vary yearly depending on the school calendar.

Inclement Weather Policy

When Byron Area Schools are closed for the entire day due to inclement weather (i.e., ice, snow, etc.), Eagles' Nest will also be closed.

If Byron Area Schools close after school has begun, child care will be open for students who have signed up. In the event of a school delay (due to fog, ice, power outage, etc.), childcare will be open, and the Director will send bills to families on their following statement.

School cancelations occur due to loss of power, water problems, or the threat of poor weather. Our policy will be to contact parents and inquire if it is convenient for them to pick up their child(ren). If they can not or do not have someone to pick up their child(ren), then staff are expected to stay with the child(ren) until someone can pick them up. If there are changes in this policy, the Director will notify all involved.

Fees

Families must pay the \$40.00 registration fee before signing their child up for care. Eagle's Nest will offer three sessions this school year, before school, after school, and a wrap-around preschool option. The following is our current pricing:

SESSION	FIRST CHILD	ADDITIONAL CHILDREN	HOURS
BEFORE SCHOOL	\$13	\$11.00	6:00-8:45
AFTER SCHOOL	\$9.00	\$7.00	4:00-6:00
PRESCHOOL CARE	\$18.00	\$15.00	12:00-4:00
HOURLY RATES	\$4.50	\$4.00	Outside of Session

Please call Byron Eagles Nest at 810-266-6323 to inform a staff member of any schedule change(s) to avoid adding additional charges to your account. Lack of notification can result in a charge to your account.

1. \$10.00 no advance fee (Child not signed up but arrives before or after school)
2. \$10.00 finder's fee (No call, child doesn't show, ask in office, call parent, get off the bus, etc.)
3. \$10.00 drop-in
4. If bad weather or other emergencies force the cancellation of Byron Elementary School, childcare may also be closed. If open, all students attending will pay the hourly rate.
5. \$10.00 fee for families arriving past their scheduled pickup time. (Past 15 minutes)
6. For children picked up after 6:00, parents will be billed \$1.00 per minute past 6:00.

*Prices are subject to change.

Billing Procedures

1. Bills calculate from daily attendance. Invoices post on Mondays, and payments are due on Fridays.
2. Payment in full is expected each week by 6:00 pm on Friday. Payments not received by 6:00 pm will be subject to a \$20.00 per week late fee. After two weeks of non-payment, we can only provide services for your family once the balance is paid in full. You may also be placed on a prepaid status to continue using our center.
3. To simplify billing, please sign up through Procure. Balances due process through this system; therefore, you will want to pay automatically with a credit or debit card. Parents should make all payments through Procure, but if this is not an option, please do so in person through one of our child care teachers.
4. Checks should be made payable to Byron Area Schools. There is a \$35.00 charge for checks returned by the bank. Do not send payments with your child.
5. For tax purposes, an accounting of all child care charges and payments can be printed directly from Procure in January for the previous year.

Note: We reserve the right to expel any child from our program for unpaid bills

Procure

Your child's records are in a secure site on procaresoftware.com. The best way to access this site is to download the app on your phone. Parents are encouraged to check their child's site frequently to view tuition status, manage records, or directly communicate with a staff member. It is the parent's responsibility to review Procure for their current tuition amount. You will log on to procaresoftware.com to receive your confirmation code and login information. Parents without an Internet connection will receive "hard copies" of tuition statements and center communications. Please inform us if you need to be on our Parent PrintOut List.

Late Pickup

Eagles Nest closes at 6:00 pm. Children still in attendance will incur a late fee of \$15.00 per fifteen minutes. (\$1.00 per minute) At 6:15, the staff will contact the person designated on the emergency card to arrange a pickup. Excessive abuse of late pickup times can result in termination of service.

Drop-Off and Pickup Policies

Parents must escort children into the center and sign them in through the Procure App. The teachers are glad to assist you in this process if needed.

Only the individuals listed on the emergency cards can leave with the child. Parents must advise staff, in the form of a written notification in advance, if someone other than those listed on the card will pick up the child/children, we require a photo ID. If there is any concern, the staff of Eagles Nest has the right to deny a person's request to pick up a child.

Parents assume full responsibility for their children once they enter the center. Your child has waited all day to see you and is excited when you walk in the door. At pickup, please put away your cell phone and give your full attention to your child.

We discourage leaving your idling vehicle in the parking lot during drop-off and pickup times. NEVER leave a child in an idling car alone.

Communication

Proper communication between our parents, teachers, and staff of Eagles' Nest is essential. Teachers will be sending home information regularly. Children between the ages of 33 months and four years of age will receive daily reports through Procure. Parents may express concerns about any aspect of our program to the center director. Please check Procure daily for notes, news, and daily reports. Remember to communicate in writing any changes in your child's schedule or the person picking up your child.

Please be sure to inform us of any of the following changes:

- address and phone numbers, or e-mail address
- parent/guardian employment
- health/immunizations up-dates
- other pertinent information related to your child

Breakfast, Lunch, and Snack

An afternoon snack will be provided each day and served family-style. Children may bring their snacks, but they must be healthy and nutritious. We reserve the right to replace a snack from home if it is unhealthy. Byron Eagles' Nest staff understands their critical role in children's growth and development and their future eating habits. Therefore, we will ensure snacks are of sufficient quantity and nutritional value. Meals served will meet the National Child Care Food Program dietary guidelines.

Children will wash their hands before snacks and lunch using the guidelines posted at handwashing stations.

Children will wash their hands before and after meals using the handwashing procedures posted at the station.

Meals served will meet the National Child Care Food Program nutritional guidelines. Tables are disinfected before and after snacks/meals.

Healthy Choices

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

Rest Period

Children are given a rest period during the afternoon. Each child is assigned a cot, and children may bring a small blanket from home to ensure a comfortable rest. Blankets must fit in their backpack and remain in their cubby during the week, but parents are responsible for laundering blankets weekly.

Health Care Plan

Children's physicals: Physical evaluations shall be updated as follows:

Every two years for preschool age (33 months – 5 years old)

Children and staff handwashing: Good personal cleanliness, including proper and frequent handwashing, is vital to prevent illness. Handwashing is the single most effective way to prevent the spread of illness in child care centers. Illness rates drop remarkably when adults and children wash their hands frequently.

Staff will wash their hands upon arrival, before giving medication, after using the toilet or helping a child use the bathroom, after handling animals and pets, blowing their nose, coughing or sneezing into their hands, and before alternating or preparing meals. *The following items are NOT approved substitutes for soap and running water: hand sanitizer, water basins, and pre-moistened cleansing wipes.*

Handling of bodily fluids/universal precautions: Precautions when handling potential exposure to blood, including blood-containing body fluids and tissue discharges, and when handling other potentially infectious fluids. All bloodborne pathogen training applies to the handling of bodily fluids. Staff must wear gloves when cleaning up and disposing of hazardous materials. They will use extreme caution and keep unaffected children away from the area. Children with open wounds will go to the elementary office to be seen by the school nurse. If a staff member is still determining what measures to take, they will contact the office immediately for assistance.

Cleaning and sanitizing of all equipment, toys, and other surfaces: Cleaning and sanitizing after any severe medical "outbreak," as well as weekly. The following are steps for cleaning and sanitizing:

- Wash the surface or article vigorously with warm water and detergent
- Rinse the surface with clean water
- Submerge, wipe, or spray the surface of the item with a sanitizing solution
- Let the article or surface air dry

Commercial sanitizers, specified on the label, are safe for food contact surfaces and used according to the manufacturer's directions are one example of safe sanitizers.

Health-related resources: Include but are not limited to speakers (Perry Fire Dept/Rescue), written material (bloodborne pathogen book), videos or training (16-hour trainings or CPR, 1st aid, etc.), hospitals (Owosso Memorial or Sparrow Hospital), medical professionals (Perry Family Practice), Shiawassee County Health Department and the American Red Cross

Wellness Policy

The immunization law and health requirements will be strictly applied, and we trust you will not bring a sick child to the center. We encourage safeguarding the health of all children by requesting families to follow the guidelines below when deciding if a child is well enough to attend.

However, if your child becomes ill, displays an unknown rash, or acts out of character, the teacher will place a call home requiring immediate pickup. The child will not be able to return until they are symptom-free. When called, you (or an alternate emergency person) have one hour to arrive at the center. Protecting the health of your child and their classmates is our top priority. Your cooperation is greatly appreciated.

If your child is experiencing any of the following symptoms below, please keep them home.

Symptom	The child may return to school when . . .
	After 24 hours of a temperature reading of 98.6 degrees F without medication.
Running Nose	Thick yellow or green discharge clears up
Earache	A physician examines the ears and recommends that the child returns to school.
Rash	A physician determines the cause and recommends that the child returns to school.
Sore Throat	A physician determines the cause and that no strep or communicable infection exists, and the child may return to school.
Pale or Flushed Skin	Color returns to normal
Red or Watery Eyes	Eyes return to normal, and no infection exists
Vomiting or Diarrhea	No other symptoms exist, and the child eats without causing an upset stomach, vomiting, or diarrhea.
Draining Sore	Until draining stops
Infectious Disease/Condition (e.g., chicken pox, mumps, ringworm, influenza)	The physician approves returning to school. Please call the lead teacher to report this problem, even if the condition first appears during a vacation break.
Head Lice	After receiving a head lice treatment, students can return to school, and an office staff member has examined them.

Emergencies/Accidents/Incidents

The staff at Eagles' Nest will take every consideration to ensure your child's safety while in our care. In an injury, accident, or medical emergency, our immediate concern is to aid the child/children. A staff member will contact the family of the child. If we cannot make contact and emergency treatment is required, the child will travel by ambulance to the hospital specified on your emergency care card. You had given permission when you signed your white emergency card. An accident report will be completed and filed per child care licensing guidelines. Parent notification is immediate.

Examples of situations that would require an incident report are:

1. A child becomes ill or receives an injury that requires first aid or medical treatment.
2. A child receives a bump on the head or other visible injury.
3. A child is transported by ambulance.
4. An unusual incident occurs that jeopardizes the safety of a child. Examples include a child left unattended, a vehicle accident (with or without injuries), or a child exposed to a threatening person or situation.
5. There is an allegation made or reasonable suspicion of child abuse, including inappropriate touching.

In addition, a fire evacuation plan is at each exit in case of fire, as well as tornado and severe weather instructions. The children will have periodic practice drills throughout the school year. Staff will notify parents immediately if the building will be experiencing pest control. Notices will be posted on the exit door and by the sign-out clipboard.

Medication Policy

Medication, prescription, or over-the-counter (this includes cough drops) are administered when:

1. A completed medication form is signed and dated by the parent. This includes over-the-counter medication.
2. All medicine **MUST** be in the original container and labeled with the child's name, date, and dosage.
3. Prescription medication **MUST** have the pharmacy label including the doctor's name and all the above information.

The staff will record the time and amount of medication given. A staff member will store the medicine out of reach of children and under lock and key. Please inform a staff member when the next dose should be given.

Abuse/Neglect Policy

Act 238 of the Public Acts of 1975, the Child Protection Law, requires that any school administrator, teacher, counselor, nurse, school social worker, or child care provider report all cases of suspected physical or sexual abuse or neglect of children less than 18 years old. Therefore, if any staff has reasonable cause to believe that a child has been the victim of abuse or neglect, they must proceed as follows:

- Make an immediate verbal report to the Protective Services Division of the Department of Health and Human Services.
- Notify the Program Coordinator of the suspected abuse/neglect.
- Within 72 hours, file a written report with Protective Services on the approved form, available from the administrator.

Best Interest of the Child

If a parent arrives to pick up their child and a staff member believes the parent is not in a safe condition for the child to leave with. In that case, the parent may stay at our facility while a staff member contacts another adult listed on the emergency card to pick up the child. Our main priority is your child and what is in their best interest; this could be calling 911.

Custody Issues

Once a court action has established custody, one parent may not limit the other from picking up a child in our care. A parent must notify the center immediately of any changes in a custody order, and a certified copy must be given to the center director, a copy placed in the child's enrollment folder. Following these steps will ensure the child does not leave with the parent.

Discipline Policy

The staff will use a positive method of discipline that develops self-control, self-direction, self-esteem, and a spirit of cooperation within the child.

Our program will promote proper behavior in the following areas:

1. Respect for self
2. Respect for each other
3. Safety
4. Respect for equipment and property

In the event of inappropriate behavior, the following steps will be taken:

1. The adult supervisor observing the child's action will respond personally in a one-on-one discussion toward the expectation. After three occasions of violating the rules, a written plan is constructed on the same day. The staff member writing the plan will forward a copy to the parent and place it in their enrollment file.
2. Should planning between the child and the adult supervisor fall short of the agreed-upon changes in behavior, the building principal may or may not become part of the team (at the discretion of the adult supervisor). If necessary, a call to set up a meeting between the parent, the Director, and the building principal. The team will create an individual development plan to promote positive behavior and engagement at that time. All parties involved will follow the plan and all conditions met to continue in the program.

Grievances

If you or your child has a problem or concern about their time in Eagles Nest, please bring the situation to our attention. The best way to solve issues is to work collaboratively. Please discuss any problems with the staff member involved first. If the situation is unresolved, please bring your concerns to the Director.

Guidelines for Universal Precautions

For the protection of the children and staff, universal precautions and procedures are in all areas of the program. Universal precautions are when you follow the same safeguards or procedures when dealing with all children and adults' blood or other body fluids, whether or not they appear sick. Examples of precautions would be hand washing, using gloves, applying disinfectants, etc... Examples of bodily fluids could be fecal matter, urine, mucus, and vomiting.

General Procedures:

- Gloves are ALWAYS worn when coming into contact with bodily fluids.
- Gloves are immediately disposed of after coming in contact with fluids. They are placed in a plastic bag, secured, and placed in the bathroom receptacles.
- Hands are thoroughly washed after contact with fluids.

Techniques for disinfecting

- Disposable gloves are used when cleaning soiled areas.
- A disinfectant solution of 1 part bleach to 10 parts water is used.

Licensing Notebook

Byron Eagles Nest maintains a licensing notebook, which includes our licensing inspection reports, special investigation reports (if applicable), and all related corrective action plans.

This notebook is available during business hours for review.

Inclusion Policy

Our staff believes ALL children benefit by interacting and socializing with their peers in a high-quality learning environment. We are committed to promoting learning, fostering growth, and ensuring the health and safety of ALL students. We offer an inclusive early childhood program to encourage ALL children's acceptance, understanding, and development. All children develop at different rates and attain skills at different times. We strive to create appropriate activities to meet each child's unique needs. Children are not excluded or expelled because they need additional developmental, medical, or behavioral support.

Special Needs

We aim to meet the needs of all children in our care, meaning we will make accommodations for children with special needs within reason. Occasionally, some conditions require more than our facility provides. Special guidance will be sought if a child threatens himself, his surroundings, or other people. We may need to devise a plan involving outside help, counseling, or an alternative program.

The Americans with Disability Act states that the center must attempt to accommodate children with special needs. The center is not obligated to accept a child we cannot accommodate within reason.

Family Handbook Acknowledgement Form

I acknowledge that I have read and am familiar with Byron Eagles Nest Family policies and regulations outlined in the Parent Handbook. If, at any time, I have questions regarding these policies, I will consult a staff member.

I acknowledge that I have received, read, and agree to the policies in the Family Handbook and agree to follow all rules, procedures, and policies listed.

I agree to keep emergency cards up-to-date and notify the staff of any changes to my address, telephone, emergency, or work information.

Child's Name

Parent/Guardian Name

Parent/Guardian Signature

Date

Eagles Nest Registration

2023-2024

Student Name _____

Address _____

Home Phone _____ Cell _____ Date of Birth _____

Grade _____ Gender: Male Female Bus _____ Teacher _____

Schedule

Indicate the times of days you would need to use the child care program.

Morning Session Only

After School Session

Only Morning & Afternoon Sessions

My child will begin the program on (date) _____

Emergency Medical Care

I hereby give my permission to the Eagles Nest Child Care staff to **secure emergency care and emergency surgical treatment** for my child if they become ill or are injured while in care.

Non-emergency medical **treatment or elective** surgery is not included in the authorization.

Initial



Parental Permission

I permit my child to participate fully in the childcare program, including program evaluations, photographs, field trips, pictures posted on the Eagles Nest Facebook page, and other activities. I understand I will be given advance notice of all field trips.

Initial



Payment Responsibility

I am responsible for paying for my child's services weekly. I know that a \$20.00 late fee will be added to my child's account on Monday morning if the balance has yet to be paid in full. A \$25 service fee for returned checks will be added. I further agreed to make all payments in person or through Procure and will not send payments in with my child.

I understand that my child may be required to pay in advance for services if my balance is not paid regularly and on time. My child could be disenrolled as well.

Initial



Confirmation of Health

I certify that my child is healthy and free from infectious disease or illness. I accept responsibility for the state of their health while they are in attendance at Byron Eagles Nest. I have all health data up to date and included on both Procure and the child's emergency card. I allow Eagles' Nest Child Care to obtain a copy of the required health data I submitted to Byron Elementary School. If my child does not attend Byron Elementary, Grades K-5, I understand that I must supply Child Care with a health appraisal signed by my child's doctor and a copy of my child's immunization records.

Please list any health concerns: (IE asthma, ADHD, diabetes, sensitivity to bee stings, etc.)

Please list all known allergies:

Please list any other information that might help us to better understand and care for your child. Eagles' Nest Dtaff will ensure all information remains confidential.

My child had chickenpox.

Yes _____ Date Of Exposure _____ No _____ Date of Varicella Vaccine _____

Please attach a copy of your child's immunization record and health appraisal unless one is on file in the Elementary office.

Initial _____

Parent/Guardian Signature _____ Date _____