**PARENT HANDBOOK ACKNOWLEDGEMENT**

Thank you for choosing the Nest Child Care & Parent Institute for your child care needs. It is our commitment to provide your child with a warm, safe and developmentally sound environment. Please take the time to read this handbook. Please familiarize yourself with the information in our parent handbook. It should give you a clear understanding of our guiding philosophy while detailing policies and procedures that we use on a daily basis. Below are a few things we’d like to highlight. Feel free to ask lots of questions and, once again, WELCOME!

**Education Standards:** Our Curriculums are derived from the High Scope Educational Research Foundation. The High Scope Curriculum uses a carefully designed process of learning through discovery, called active participatory learning. During active learning, caregivers encourage infants and toddlers to discover the world around them by exploring and playing.

**Classroom Staff:** Prior to employment all staff members must pass a criminal background check and receive clearance from Michigan’s database of being eligible to work with children.

**A Typical Day At Our Center:** Although each classroom has a posted schedule of activities, there is a similar pattern throughout. Parents should plan for their children to be at our Child Care & Parent Institutes between 9:00 a.m. and 4:00 p.m. in order to take full advantage of all the educational opportunities.

**Cell Phone Usage:** The use of cell phones is not allowed in the center.

**Celebration of Holidays:** We celebrate holidays non-religiously through learning activities, art projects, discussion groups and parties.

**Unexpected Closings:** We make every effort to keep our children and staff healthy and safe, so please be aware that the Nest may also close for unforeseen circumstances, including (but not limited to): loss of power, heat or water for an extended period of time, we are unable to maintain state teacher-to-student ratios, threat of a contagious disease or illness, and inclement weather conditions.

**General Health:** Be courteous to other classmates by keeping your child home if they have a fever over 99 degrees, a continuous green runny nose means infection and your child should remain home. Please keep your child home if there is any communicable disease such as pink eye, chicken pox, measles, mumps, hand foot and mouth, etc. Your child will be sent home if there is an undiagnosed rash of any kind until cleared by a doctor. We will do our best to keep an ill child comfortable and away from the healthy children until the parent can pick them up. **ALSO SEE OUR HEALTH CARE SERVICE PLAN**

**Signing In/Out:** Parents/guardians are required to sign each child in and out every day with the correct time of drop-off or pick-up. A clipboard with the sign-in sheet is located near the entrance of each classroom. Sign-in sheets are used to ensure all children are accounted for when the classroom moves fro the classroom to the gym or playground and they are required by the State of Michigan. After a child is signed out at the end of the day, he or she is the responsibility of the parent and is no longer in the care of our center or staff members, even if he or she is in the building.

**Incident Reporting:** Parents will be notified when the center observes changes in the child’s health, a child experiences accidents, injuries or incidents, or when a child is too ill to remain in the group.

**Child Abuse and Neglect:** All staff members at our Child Care and Parent Institutes are mandated by Michigan law to report any suspected child abuse and neglect. If we suspect that a child is being abused or neglected we are obligated to report our suspicions to Child Protective Services (CPS). **ALSO SEE OUR ZERO TOLERANCE CHILD ABUSE/NEGLECT POLICY**

**Authorization for Pick Up:** If someone other than the child’s custodial parent or guardian will be picking up the child from the center, prior authorization, in writing, must be given. Your child will only be released to individuals at least 18 years of age and those authorized on the Child Information Card.

**Legal Custody:** If a parent is experiencing custody difficulties, we strongly urge you to keep the center staff fully advised of circumstances which might affect the center and your child. It is the responsibility of the parents to keep current and accurate the list of people authorized to pick up a child. Unless legal documentation is submitted to the contrary, the center assumes that both parents have equal rights to drop off or pick up a child.

**Inclement Weather:** The center follows the Public School guidelines for inclement weather closures. Please watch the local news for closures.

**Absences:** Your cooperation in notifying us of both planned and unexpected absences helps us to operate our center more efficiently. If you know in advance that your child will be absent, please notify the office. In the case of an unexpected absence, please call the center by 8:00am. If your child is ill, please notify us of the nature of the illness. Tuition will be due on the regularly scheduled day during ALL absences. This is to ensure that your child will have a place within the center upon returning. Two weeks of absence without notification will be accepted as notice of withdrawal. Withdrawal after two weeks of absence, in lieu of a two-week written notification, will still require tuition payments.

**Discipline:** The Nest discipline policy makes great use of positive behavioral supports. Whenever possible, staff members use the technique of positive redirection, distraction, or humor to change unacceptable behaviors. Teachers try to avoid power struggles by focusing on children’s expressed desires and capabilities. Children also have the opportunity to remove themselves from the situation in order to regain control or have quiet time. Physical punishment or language that demeans children is unacceptable and is never permitted by staff or parents alike.

**Parent Participation:** Parent participation is considered critical at our Child Care and Parent Institutes. Our centers are a parent cooperative organization, which means parents participate in the governance and upkeep of the center. While we understand that each family is pressed for time, we also know that a close relationship between the center and the family results in better care and continuity for the children.

**Confidentiality:** At the Nest Child Care & Parent Institute, parents and families are encouraged to share information regarding their child’s day-to- day activities, as well as any situations or experiences the child may be having that are new, stressful, fun, or exciting. Many times families share important, but PRIVATE information with staff for the benefit of their child. Staff members are expected not to divulge any information regarding a child to anyone but that child’s parents. In essence, nothing you tell us can be discussed with anyone outside the agency unless we ask your permission. We expect that families will also respect the rights of others in this manner when visiting the center and attending program activities. This may include child to child conversations, behaviors, as well as staff and family information.

**Cooperative Problem Solving:** Occasionally families have suggestions for improvement or questions about center program and policies. Our centers always encourages open communication between its staff and families. If an issue arises that needs clarification or information, working together is important.

*Please note that this* ***Parent Handbook Acknowledgement*** *provides highlights of our policies and procedures in our* ***Parent Handbook.*** *Parents are required and encouraged to read the Parent Handbook in its entirety to have a complete and clear understanding of our guiding philosophies and the policies and procedures that we use on a daily basis.*

*Please also note that the policies and procedures in our* ***Parent Handbook*** *are subject to revision as deemed necessary by Nest Child Care and Parent Institute.*

“I HAVE READ AND I AGREE TO ABIDE BY THE RULES, REGULATIONS AND POLICIES OF NEST CHILD CARE AND PARENT INSTITUTE AS SPECIFIED IN THE PARENT HANDBOOK.”

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| PARENT, LEGAL GUARDIAN OR RESPONSIBLE ADULT |
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Signature Printed Name