

God's Garden

Early Learning Center



"Nurturing Your Little
Sprouts"

*Open 7:15—5:45
Weekdays*

Parent Handbook

Revised April, 2023

Jackson Christian Early Learning Center

| <u>TABLE OF CONTENTS</u> | <u>Page</u> |
|---|--------------|
| Overview of God's Garden | 2—3 |
| Philosophy/Program | |
| Enrollment/Financial Information | 3-4 |
| God's Garden Program | 5-6 |
| Curriculum | |
| Discipline Policy | |
| Dismissal Guidelines | |
| Volunteer Policy | |
| Parent Involvement | |
| God's Garden Schedule | |
| Transportation | |
| Emergency Closings | |
| Fire and Tornado Warnings | |
| Health Care | 7—9 |
| Other Information | 10—15 |
| JCS Website and ParentsWeb | |
| God's Garden Dress | |
| Snack, Meals, Birthdays | |
| Communications | |
| Licensing Information | |
| Calendar | |
| God's Garden Staff | |

**"Equipping Students To Impact The World
For Christ"**



Philosophy/Purpose

God's Garden Early Learning Center, a Jackson Christian Early Learning Center, is licensed by the State of Michigan as a childcare facility. Our goal is to provide a nurturing and creative learning experience in a Christ-centered environment. We believe that the best care for all children should be in a setting that is clean, safe, and educationally stimulating.

The strength of our program is the experience, expertise, and dedication of our staff. Our teachers receive training in early childhood education. They are committed to providing activities that are developmentally appropriate to stimulate a love for learning and positive self-esteem. Our teachers demonstrate Christ's love by their sensitivity to each child's emotional, physical, and spiritual needs.

Enrollment in God's Garden does not imply automatic enrollment into Jackson Christian school. Jackson Christian maintains their own enrollment and conducts their own interview and admission policies.

Enrollment/Financial Information

- Michigan Child Information Record must be filled out completely.
- Completed Health Appraisal form must be submitted **before** the child can attend childcare. An up to date immunization certificate must be submitted.
- Parents will have an admissions interview.
- Children are admitted on a space available basis. If classes are full, a waiting list will be maintained by the Director.
- Childcare Tuition and Daycare payments are pre-paid and due monthly. It will be deducted through F.A.C.T.S. Tuition Management Service from your designated checking or savings account on the due date you select.
- Any banking fees incurred by the school, due to a returned check, will be billed to the account of the party who presented the check for payment. F.A.C.T.S. Tuition Management will collect a \$30 late fee when a payment cannot be deducted because of non-sufficient funds.
- No statements or invoices are mailed except as a notification of a past due account. A record of your payment is provided online through FACTS and through your bank statement.
- God's Garden Early Learning Center reserves the right to dismiss any student whose financial obligation is more than 7 business days past due.
- A late fee of \$30 will be charged if payments are not received as scheduled.
- **Cost adjustments will not be made for days a child does not attend for illness, appointments, Acts of God, or inclement weather days.**
- JCELC issues a tax statement annually for tax purposes. Consult your tax advisor for details about your eligibility for the child care deduction.
- Parents are required to bring diapers and supplies for their child. If the child runs out of supplies, parents will be charged an additional fee of \$1 per diaper.
- This childcare center is year round, with the exception of days listed on our calendar page. Parents are asked to sign a yearly contract, notifying us in advance if their child will not be attending during the summer. If your child is not attending during the summer, your spot will be given to another child unless they continue to attend for at least 2 days a week.
- A two week advance notice, in writing, is required when permanently reducing the number of days your child is scheduled to attend. If less than a two week notice

is given, the full monthly charge will be due.

- Financial accounts of students who discontinue enrollment at any point during the school year will be adjusted according to the actual number of days attended and will receive a final invoice through FACTS or will be issued a reimbursement.
- Every effort will be made to accommodate families who wish to add child care days. Increasing days is subject to available space. Requests for additional days may be made through the Preschool Director.

God's Garden Classes

We have a class for infants, Waddlers, younger and older toddlers. Each class is geared toward the child's individual growth and development for their age group.

Special Needs Plan

God's Garden Early Learning Center is committed to the principle of inclusion. Confidentiality of children and families is respected. Staff and parents will meet together to discuss a plan to meet the individual needs of the child. This plan will be kept in the child's folder. Communication with families is ongoing and responsive to the needs of families with special needs students. A variety of teaching strategies are used to meet the individual needs of children. Our staff works to facilitate interactions between children with and without disabilities. Our physical environment is designed for safe exploration. God's Garden Early Learning Center does not discriminate on the basis of race, sex, ethnicity, or disability. However, if the nature of the child's disability requires special staffing, therapy or equipment, the child may not be enrolled until appropriate arrangements may be made. If we determine that a student has needs that require special intervention, the program director will notify the parents. The program director retains the right to decide whether or not we can meet the needs of the child at our center. Please feel free to contact the program director with any questions.

Cultural Plan

God's Garden is committed to showing respect for cultural differences and diverse needs. We desire to provide an early childhood education that is responsive to families, communities, and racial, ethnic, and cultural backgrounds. We seek to embrace and celebrate diversity, recognizing that culture influences every aspect of a child's development. Therefore, our families are treated with respect and are encouraged to take an active part in the education of their child. Newsletters are sent home weekly, including activities which foster parent/child relationships and learning. Parents are also invited to participate in many activities and learning experiences at God's Garden. Volunteers are welcome!

God's Garden Discipline Policy

Our goal is to help your child become self-disciplined and to exhibit self-control. We believe that young children need clearly defined limits set in a non-threatening yet firm manner. We emphasize positive reinforcement to encourage correct behavior choices. If a child has a behavior problem, we provide guidance through close supervision, re-direction or a time to think about choices. We do not permit shaming, threatening or corporal punishment as means of discipline. For severe discipline issues, parents will be notified, and your child will be placed in a safe area until he/she goes home.

Volunteer Policy (Cancelled during COVID 19 Pandemic)

God's Garden desires to partner with parents in working with your child. We strongly encourage parents to participate in school activities. There will be many opportunities to participate in class events, as well as actually work in the classroom if you would desire to. Classroom work involves helping children do group activities, art projects, and learning center activities. We ask that parents coordinate their volunteer times with their child's teacher, rather than simply dropping in. This way, your time can benefit the class more profitably.

Volunteers need to follow these guidelines:

1. Unsupervised volunteers must complete information for a background check. Volunteers or staff may not serve at our center if they have a criminal background involving child abuse or child neglect, or any felony record. PSOR clearances will be done for all supervised volunteers, including parents.
2. The volunteer must be age 17 or older.
3. The volunteer must work with students in the visible presence of a teacher or staff member of God's Garden, and follow our practices.
4. If a volunteer has contact with our students at least 4 hours per week for more than 2 consecutive weeks, the volunteer will bring in a TB test report, saying that the volunteer is free from communicable tuberculosis, verified within the past year.
5. Volunteers will not be able to bring their own infants or toddlers along with them into God's Garden classrooms.
6. Volunteers who have a contagious illness are asked not to come into the center.

Parent Involvement

Parents are encouraged to volunteer their help by working with students on learning center projects or crafts, helping at special class activities or events, or bringing in recyclables to be used as craft materials. Notices will be sent out on classroom newsletters, and emails communicating special needs that parents can meet. Some teachers prefer to schedule parents to work in the classroom after a few weeks of school, when students have become accustomed to the classroom routine. Your teacher will suggest ways that you can help! There are parents of students on the Jackson Christian Early Learning Center school board, representing the needs of our students.

Parent Communication

Feel free to share your questions or concerns with your classroom teacher directly or by email. Teachers or parents may also schedule home visits as needed. The Preschool Director is available most afternoons to interact with parents about any issues or concerns. Students will bring home school papers and notices in their bags on a regular basis. Newsletters will have suggested ideas or materials that families can use to help their child at home. Newsletters will be sent by email, or paper copy. We may email information about inclement weather, school calendar events, and other important information including volunteer opportunities. Additional information about community resources and family services, and education opportunities are available in the school office, or posted on the Preschool News Bulletin Board in the Preschool Hallway. A large school bulletin board in the foyer will also post the school calendar and activities. If you need the written materials to be translated, ask at the office.

If you have a concern or question about your child, please call Mrs. Khon at 517-917-8782, or Karen Williams at 517-917-8783. We believe that concerns that are important to you need to be reviewed promptly.

Dismissal Guidelines

God's Garden Early Learning Center desires to help every child learn. If however, we determine that your child has special issues that require extra help, or if there are behavioral problems that are not changing adequately, we reserve the right to dismiss your child from our center. You will be reimbursed for the cost of prepaid days.

God's Garden Schedule

Childcare Time: Children may be dropped off in their classroom as early as 7:15 am.

Children should be dropped off before 10:00 am. If you need to pick up before 2:30 pm please text the center at 517-917-8782 and we shall have your child ready for you at the door, so that we can avoid disturbing the center nap time schedule.

Drop off time

When arriving in the mornings, please bring your child to the classroom door. Long good-byes tend to make children believe there is something to worry about, so simple good-byes are best! Students have lockers with coat hooks and labeled boxes for their belongings. Please do not send in personal toys unless the teacher asks for show and tell items.

Pick Up time

Please come to the classroom door to get your child, realizing that the infant and toddler rooms do not allow shoes that have been outside to enter the classroom.

Transportation

If there is a change in transportation, the parent **must notify** the school office with a note. BEST to also call (517-917-8782).

Emergency Information

Information regarding emergency closings can be obtained by listening to Fox 47 News or going to their website. **We shall also issue an email and text to parents. Please be sure you have given your current email address and phone numbers to the God's Garden director, and to Karen Williams at 517-917-8783.**

No reimbursements will be made if the center is closed due to inclement weather, sickness, or an Act of God situation. The childcare administrator may choose to start later than usual if bad weather prohibits safe driving for parents and staff. Late starts are preferred over closings.

2-Hour Delay Policy In the event of a 2-hour delay, God's Garden will open at 9:15 am.

** Please see the calendar on page 16 for dates that God's Garden is closed.

Fire and Tornado Warnings

In the event of fire, the children will be evacuated from the building at the nearest fire exit. All rooms have the fire exits clearly posted. Fire drills are routinely practiced.

In the event of a tornado warning, the children will be moved to the infant rooms. All rooms have the tornado plan posted. Tornado drills are routinely practiced.

Accidents

Parents will be notified either by email, written notice, or telephone if their child has an injury. Parents will be called immediately if their child has a serious injury.

All teachers at God's Garden are trained in first aide and CPR.

Incidents

If a child sees, hears of is involved in something that needs clarification, a teacher or staff will make contact with the parents.

Crisis Management

In a dangerous situation we will have a lock down in which no one will be able to leave or enter the building until it is safe to do so. Everyone will evacuate the center for bomb threats, fire, etc. and will not return until it is safe. If evacuation is necessary, our meeting place is behind Westwinds Church, just south of the center on Robinson Rd. Parents will be contacted to pick up their student there.

Health Care Policies and Resources

General Health Guidelines

- Each child will be required to have on file a physical performed by a physician, within the past year
- A copy of each child's immunization record will be kept on file. This is required before the child can begin school. All records must be up to date.
- All parents will receive a handbook stating the general policies regarding the child's daily state of health of when to stay home or return.
- Only prescription medications as prescribed by a physician can be given by staff and will be stored in the office. Medication must be in its original prescription container with the label. Asthma medication may be stored in the classroom.
- Staff will be trained in general health, being able to recognize symptoms of diseases, simple rashes, and gross developmental deficiencies, CPR, First Aid, Blood Borne Pathogens, medical procedures, etc.
- Health observations will be done on a daily basis with the children.
- Staff will determine if illness or injury require more than basic first aid and follow up accordingly, notifying parent/caregiver about concerns. Basic first aid will be administered by staff in the classroom or office. An incident report will be given to parents if a more serious injury is sustained.
- Children with open bleeding wounds may not attend God's Garden unless the wound is bandaged or scabbed over. If your child requires bandages, please supply extras so that the bandage may be changed if necessary, along with any topical medication needed. You will need to complete a medication form.

Children and staff hand washing.

Hands will be washed for 20 seconds using running water and soap (Sing Yankee Doodle or ABC song twice, etc.). Water will be turned off with a paper towel.

- **BEFORE** all meals, cooking/serving food, before going home or entering the classroom, etc.
- **AFTER** adult uses restroom, assisting a child in restroom, after cleaning up a child's injury, wiping nose, coughing/sneezing, etc.
- **WHEN** hands are obviously dirty or soiled.

Hands shall be washed with soap under running water.

The following are **not approved** substitutes for soap and running water:

- Hand sanitizers,
- Water basins,
- Pre-moistened cleansing wipes, unless students have special needs.

Hand Washing Procedure

The following procedures are considered best practice for hand washing:

- Have a clean single service towel available.
- Turn on the water to a comfortable temperature between 60° F to 120° F.
- Moisten hands with water and apply soap.
- Rub hands together vigorously until a soapy lather appears and continue for at least 20 seconds.
- Rub areas between fingers, around nail beds, under fingernails, jewelry, and the back of hands.
- Rinse hands under running water until they are free of soap and dirt. Leave the water running while drying hands.
- Dry hands with a clean, disposable paper or single-use cloth towel. If taps do not shut off automatically, turn taps off with the dis-posable paper or single-use towel.
- Dispose of the single service towel in a lined trash container.
- Use hand lotion to prevent chapping, if desired.

Additional Hand Washing Information

- By using a paper towel to turn off the water faucet, staff who have just completed hand washing prevent recontamination of their hands.
- Shared cloth towels can transmit infectious disease.
- Taps that turn off automatically or those that can be turned off with-out using hands avoid the recontamination problem.

Handling Bodily Fluids/Universal Precautions

Blood Borne Pathogens Policy

Only staff is allowed to clean up any blood borne pathogen. Staff must wear latex or vinyl gloves and avoid contact with blood. All blood should be cleaned with disposable towels and all contaminated material (including gloves) should be placed in a plastic bag. The bag is to be tied and immediately placed in the silver, covered, foot operated receptacle. Any surface contacted by blood is to be disinfected with spray disinfectant solution. If any blood is present on the student it should be washed off with disinfectant soap. Any contaminated clothing should be changed. The contaminated clothing should be placed in a plastic bag and sent home with the student. Students are not allowed to clean up blood spills. It is very important that students do not come in contact with blood. Any student who does come in contact with blood must be washed with disinfectant soap.

Other Bodily Fluids are also to be handled with care. Place soiled clothing into plastic bags to be sent home and washed. Disinfect any surface that may have been contaminated. Follow hand washing guidelines.

Cleaning and Sanitizing

The following steps are to be followed 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 or the article with a sanitizing solution.
- Let the article or surface air dry.

Sleeping cots are disinfected regularly.

Cots will be washed, rinsed, wiped off with paper towels, then sprayed down with approved disinfectant. Bedding is to be provided by the parent, stored in plastic bags in the child's locker, and sent home at the end of each week for washing. Toys and equipment will be sterilized periodically as needed with disinfectant. Bathrooms and sinks, as well as tables will be washed and disinfected daily.

Notification of Pesticide Applications

When pesticide applications are done, a notice will be placed outside the classroom door, and families will be given an email notice.

Illness or Injury

- **Children and staff may not come to school if they have a temperature of 100 degrees or more, have diarrhea or vomiting within the past 24 hours, have an earache or draining ear, body rash, or red, running eyes.**
- In the event a child becomes ill at school, parents will be promptly notified. Children who become ill at school will be taken to the office to rest in the sickroom until their parent arrives.
- Injured children will be immediately assessed. Minor injuries will be treated with ice and a simple dressing. Parents will also be notified of injuries that may not be an emergency, but that may require a physician's consultation. We believe that decisions regarding injuries should be made by each family.
- Serious injury or potentially serious injury requires immediate family notification. If the parent cannot be contacted, we will contact the individuals listed on the child's emergency card. A staff member will remain with the child, and appropriate first aid will be administered. All Kingdom Kids teachers and school office staff have been certified in CPR and First Aid. If emergency care is required, we will call 911, and a staff member will accompany your child to the nearest medical facility.
- Children with open bleeding wounds must wear a bandage until it is scabbed over. If your child requires bandaging on a regular basis, please supply extras so that they may be changed if necessary along with any topical medication that is needed. This requires a medication form be completed.

Medications and Health Forms

- Parents must provide updated physicals and immunizations forms within 30 days of initial attendance. Changes of information on forms should be reported to the school office in a timely manner.
- Parents must bring all medications to the childcare office. Medications must be in the original, labeled container with the child's name, date, medication name, dosage, and the physician's name. Parents must complete a Preschool Medication form and submit it to the school office, where it will be kept on file. All medications are kept in a cabinet, and dispersed by the Program Director or Teachers with an adult witness. The medication form must be signed by the responsible childcare teacher each time it is administered. Diaper creams and sunscreen require a form.
- Parents are responsible to pick up any leftover medication.

Illness Chart

Illness

Chicken Pox

May Return

24 hours after lesions
have crusted

Conjunctivitis (pink eye)

24 hours after start of treatment
(drainage and excessive tearing have stopped)

Croup

After illness has subsided

Diarrhea-Gastro Enteritis

24 hours after last loose stool or after 1 normal bowel
movement

Rubella

At least 7 days and 24 hours after symptoms end

Hepatitis A

At least 7 days after onset of jaundice

Impetigo

24 hours after treatment has started

Fever

24 hours after temperature is normal

Influenza

24 hours after symptoms have subsided

Measles

At least 4 days after onset of rash

Lice

24 hours after treatment has begun and be nit free

Whooping Cough

At least 7 days after therapy has started

Pin worms

After treatment is completed

Roseola

After illness has subsided

Scabies

24 hours after start of treatment

Strep throat

24 hours after start of treatment

Poison Ivy

After lesions have dried up

Pneumonia or Epiglottitis

Written note from physician (if due to H-flu, Health
Dept. must give order)

Bacterial (Spinal) Meningitis

When Health Dept gives OK

Mumps

14 days after swelling begins

Scarlet Fever

With doctor's approval

In Pain

When pain subsides

A written statement signed by a physician, physician's assistant or nurse practitioner may be required for certain conditions stating that the child is able to return to school.

*Source: Division of Child Care Licensing

Michigan Dept. of Social Services, Michigan Dept. of Public Health

God's Garden Parent Resources

A newsletter to inform you about learning units and class activities will be posted at the center, and given to parents. Each month, ideas for "home play" - instead of home work—will give parents ideas to help reinforce concepts taught at school. We also maintain a bulletin board with resources and information in the childcare hallway.

God's Garden Dress

Children should dress in simple play clothes. Activities may be messy, so please do not dress your child in expensive clothing or clothing that needs to be dry-cleaned. We ask that clothing not have inappropriate pictures or graphics, i.e. super heroes, cartoon characters, celebrities. Children need to wear socks and shoes each day. Children will need appropriate outerwear including snow pants, boots, hats and mittens in the winter. Please label all clothing with your child's name. Parents are encouraged to send a ziplock bag with a complete change of clothing in case of "accidents".

Children will need a large book bag labeled with their name to bring to school each day.

Snacks and Meals

Each day a healthy morning snack, lunch, and afternoon snack needs to be brought to childcare for your child. Healthy balanced food choices are best, such as cheese, yogurt, sliced fruit, veggies, proteins and grains. Mrs. Khon will occasionally provide a special "homemade" snack. When this happens, you will be notified in advance. Please be sure to let us know of any allergies your child may have.

Birthdays

We love celebrating birthdays at God's Garden! If you would like to send a birthday treat, please inform the teacher in advance. Simple healthy birthday treats are best!

Rest

Young Infants will be fed upon demand, and will lay down to rest in cribs as needed. Toddlers will have a daily rest time of approximately 90—150 minutes. Children will rest on cots and may bring a small favorite blanket and comfort item. Cots will be disinfected daily, and blankets will be sent home weekly for laundering.

Child Abuse Reporting

- If child abuse or neglect is suspected, teachers are mandated reporters and will report to the Department of Human Services.
- All employees and volunteers of God's Garden Early Learning Center have had a criminal background check, and been fingerprinted through the Childcare system.

Student Confidentiality

Information relating to your child is confidential and will not be released unless there is written authorization provided by the parents. Students will not be photographed for publicity or be allowed to use the Internet unless there is written parent authorization. Release forms will be maintained at the center.

Family Resources

A great source for information is the Great Start Collaborative of Jackson County. Their web address is www.greatstartjackson.org. You will find information pertaining to:

- Early Care and Education
- Family support including Financial Support, Parent Education, Counseling, Child Safety,
- Physical and Social Emotional Health Services, Basic Needs and Economic Security

Parent-Teacher Conferences and Reports

Developmental assessments called *Ages and Stages*, will be given to parents in the fall in order to help teachers and parents understand student needs and watch for developmental milestones. If you have additional concerns that you would like to discuss, please call Mrs. Khon at 517-917-8783 to plan a conference time with the teacher.

Outdoor Play

Children will go outside every day, weather permitting. If parents do not wish to have their child outside, due to health concerns, please send in a written notice from their doctor. The State of Michigan requires outside time daily, unless a serious health condition exists. In this case, a doctor's permission is needed to require long term loss of outdoor time.

God's Garden Licensing

A notebook containing all records of State of Michigan licensing documentation is kept on file in the office. Parents may request to view the documentation at any time during regular hours. Parents are able to view licensing inspections and reports from the past two years on the child care licensing website at www.michigan.gov/michildcare.

Student to Teacher Ratio

In order to best meet student needs, God's Garden meets or exceeds student/ teacher ratios required by state licensing. Each child has a consistent team of caregivers and remains with the same group of peers.

God's Garden Staff

Our staff meets or exceeds the state requirements for early Childcare regulations. Our Director, Jeni Khon, has many years of experience with young children! She is available at the center phone 517.917.8782.

Our Executive Director, Karen Williams, oversees the programs at Jackson Christian and God's Garden. She is available at 517.917.8783 which is the office cell phone.

God's Garden Early Learning Center

"Nurturing Your Little Sprout."

Encounter Church
620 Robinson Road, Jackson, MI 49203
517.917.8782
Center number

In partnership with
Jackson Christian Early Learning Center
4200 Lowe Rd
Jackson, MI 49203
517.917.8783
Office number

God's Garden Early Learning Center Calendar

Holidays and No Preschool or Childcare Days:

New Year's Day

Good Friday/ Easter

Spring Break Week—matching Jackson Christian School

Memorial Day

Encounter Church Kid's Kamp Week— Toward the end of June

Independence Day July 4th

Labor Day

Thanksgiving Break—Wednesday before and Friday following

Christmas/ New Year Break

Generally, we are closed from Christmas Eve until after New Year's

Daily Schedule of Activities for Infants

Infants will eat and sleep on demand. They will also be given "tummy time" daily, to help with their physical core development. Infants will be checked regularly for diaper needs. During this one-to-one time, your child will be spoken with, engaged in conversation for language development, sung to with fingerplays and songs to encourage social development.

Attention will be given to every child to watch for and record physical, social and cognitive milestones. Parents will be given updates regularly on their child's development.

Walkers and Toddlers

Toddlers will have a flexible schedule of activities.

7:15 Explore the room

8:15 Table activities

8:45 Bible Time/ song time

9:00 Learning Center exploration

9:30 Snack Time/ restroom break

10:00 Outside Activities

10:30 Story Time

10:40 Learning Center Exploration

11:00 Clean up/ Review the Day

11:15 Students wash up for lunch

11:30 Lunch

12:00 Story time/ restroom break

12:15 Rest time

2:00 As students wake up, they will be given books or activities.

2:30 Snack Time/ restroom break

3:00 Outside Activities

4:00 Explore the room activities time

4:30 Music Exploration

5: 00 Block area

5:30 Dismissal

