



# Foundation First

Childcare Development Center

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Visit us at: [www.foundationfirstccdc.com](http://www.foundationfirstccdc.com) or  
Contact us at: [admin@foundationfirstccdc.com](mailto:admin@foundationfirstccdc.com)



## Parent Handbook



### Introduction

Welcome and thank you for enrolling your child in Foundation First Child Care Development Center. We are excited that your child's first foundations will begin with us! Foundation First is licensed by the State of Michigan.

We are Himama certified and utilize it as parent communications platform to maintain open and transparent communication with parents.

### Our Vision

To provide high-quality care for all children with an emphasis on early childhood literacy. Children will gain "first" foundational skills that will prepare them to be global citizens.

### Our Goals

- Work with parents to understand and meet your child's needs.
- Develop a curiosity in children about the world through play and creativity grounded in best practices.
- Help children to respect their culture and the diversity about other cultures and communities.
- To help children understand the importance of developing relationships with their peers and adults.
- Expose children to utilize language to communicate effectively and facilitate their thinking.
- Help students develop an interest for becoming lifelong readers and writers.
- Work with students to acquire knowledge and appreciation for the Arts, Humanities, Science and Technology.
- Develop gross and fine motor skills.
- Help students through creative arts, such as pretend play, drama, creative movement, music and art to enhance their creativeness.
- Help students become critical thinkers and develop an ability to problem solve.

### Services

We offer the following services:

- Infant: Birth - 17 mos.
- Toddler: 18 mos. - 3 yr old
- Preschool: Ages 4-5
- Kindergarten: Ages 5-6

### Tuition

**Tuition is due weekly and must be paid in full no later than Sunday evening before the start of a new school week.**

**If tuition is unpaid on Monday AM, students cannot attend until the balance owed is paid.**

Tuition is considered late, if received after Sunday evening. A late fee of \$25 per day will be assessed for all late tuition.

### Hours of Operation

Foundation First Childcare Development Center hours of operation are  
Monday - Friday 7:00 a.m. - 5:30 p.m.  
Afterschool care is available for school age children, grades 1-5th.

### Arrival Time

**Arrival time is no later than 9:00 AM, unless your child has doctors appointment or excused absence.** Students who arrive later than 9:00 a.m. miss Circle Time which sets the tone for the day. Please arrive on-time so your child can benefit from participating with classmates.

### Sign-in/Sign-out Procedures

**Parents are responsible for daily sign-in and parent pick-up from the himama app.**

Be certain to notify Foundation First in writing if another person will be picking up your child. We will not release your child to anyone who is not authorized on the child information card that was completed by the parent or guardian that enrolled the child.

Identification is checked on everyone until they are well known to the Foundation First staff. Please inform the person picking up the child that we verify the Child Information Card and proper identification.

### Child Information Card

Parents cannot remove other parents from the child's pickup or information card. Mothers and fathers have the same rights to their children and we cannot deny parents the right to see their children unless there is a order of protection denying that person from contact with the child or legal custody.

## Admission requirements

Foundation First enrolls children from ages Birth to 11 years of age.

Our mission is to build the academic foundation for children from 8 weeks to age 5 with instruction focused on literacy through our childcare programs.

We also offer after childcare for school age children, Grades 1st - 5th.

At the time of registration, a complete registration form, child information card containing: parents place of employment, emergency telephone contacts, name and number of child's doctor, insurance information and Certification of Immunization showing a minimum of at least one dose of the following immunizing agents: **DPT or TD, Polio, Measles, Rubella and Mumps** should be submitted to the Center Director.

A non-refundable registration fee of \$125 and the first week of tuition is also due upon registration. Within one (1) week, a completed health form, signed by a physician must be returned to the center.



## Absence Policy

Your child's attendance is critical to their success at Foundation First! All absences should be communicated in advance, if possible, unless your child is sick. In the event your child is sick, tuition is still due for the week to hold your child's enrollment at Foundation First.

Any absences communicated two weeks prior, Foundation First will hold your spot for up to one (1) week and discount 50% off your child's tuition for the one (1) week your child is absent.

## Sick Policy

Sick children are strongly encouraged not to attend school to avoid spreading germs to others. Parents are asked to contact Foundation First to inform us of your child's absence due to sickness.

## Daily Schedule

A sample of our daily schedule is provided below. Schedule is subject to change at the discretion of the Director.

Time	Name of Activity
7:00 a.m. - 9:00	- Student Check-in/Arrival Time
9:15 a.m. - 9:30 a.m.	- Circle Time
9:30 a.m. - 10:00 a.m.	- Developmental Activities
10:15 a.m. - 10:30 a.m.	- Mid-morning Snack
10:30 a.m. - 11:30 a.m.	- Read-Aloud and Engagement Activities
11:30 a.m. - 12:30 p.m.	- Lunch
12:30 p.m. - 3:30 p.m.	- Nap Time
3:30 p.m. - 5:30 p.m.	- Free Play

\* Outdoor time occurs daily and in winter months when weather permits.



## Our Curriculum

Your child will be exposed to a researched-based and themed academic curriculum. Children are evaluated and an emphasis is placed in the areas in which help is needed early on. The goal is to incorporate colors, shapes, number and some word recognition with the goal of mathematics and literacy. This is done through our age appropriate games, teacher directed lesson plans, activities and some child initiated activities.

Our curriculum listings for each classroom is detailed below:

### Toddler Classroom

Development Center Activities



### Pre-School Classroom

Fountas & Pinnell

## Potty-Training Updates

Potty-trained children are able to signal whether they need to have bathroom break. Children who are **unable or do not signal**, are not considered potty-trained. Effective February 7th, a potty-training fee will be assessed, as applicable.

## Calendar

Foundation First Childcare Development Center is open all year and closed on the following holidays :

- Martin Luther King, Jr. Day
- Good Friday
- Monday after Easter Sunday
- Memorial Day
- June 19th (Juneteenth)
- July 4th
- August Shutdown (1-Week)
- Labor Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Eve
- Christmas Day
- New Years Eve
- New Years Day

\*\* If the center closes early due to any circumstance other than an emergency, ample notice will be given.

## HiMama Parent App



Foundation First is a certified subscriber with **HiMama**, you'll be able to: Download Himama's free parent app (iOS & Android) so you can check in during the day and receive updates throughout the day about your child's activities. Add family members and customize access so others can be involved in your child's day from anywhere!

Send messages to your child's classroom and comment on pictures of your child record milestones in your child's development!

At Foundation First, our focus is the **WHOLE** child with the goal of providing a nurturing and enriching environment that promotes positive learning outcomes.

## Parent Communication

Communication between the Center and parents is a key element for a successful experience for the child. Our Director is always happy to take time to discuss your child.



Foundation First utilizes imama applications to send daily activity reports and emails to parents directly. Parents receive a daily summary of their child's day. Pictures can be included as part of this communication.

## Inclement Weather



Foundation First reserves the right to close due to inclement weather.

Foundation First Parents will be notified via email or text message if the Center closes due to weather or power outages.

Kindly note that in the event of a natural disaster that results in water, gas or power outages, weekly tuition is still due by Monday of the new school week.

## Rest Time/Bedding

All children in the center up to age six are required to lay down for a rest/nap period each day. Older children may also rest if they choose to. Rest mats are provided and sanitized daily. To help your child rest more comfortable, we suggest that you send a small blanket with you child to use. Be sure their full names are on them. You are expected to take this item home each Friday, laundry and return them on Monday.

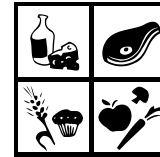


## Medication

Foundation First staff will assist with breathing treatments and inhalers. Instructions must be provided by parents and a log is always kept at the center to track the times breathing treatments were administered.

## Food Service

In our infant classroom, children are required to bring in all meals and/or baby formula/food.



Foundation First is a "nut-free" school. This helps prevent a potential allergy risk. Foundation First Childcare Development Center is a "nut-free" childcare center and provides meals for students.

Foundation First provides a healthy breakfast, lunch and snack, everyday to the students. A weekly menu will be available on the Himama application.

## Sample Menu

### Mid-Morning Snack

Nutri-grain Bar

### Lunch

Grilled Chicken, Fresh Vegetables with fresh fruit and milk/water

### Afternoon Snack

Fruit or Cheese, Crackers w/milk or water

## Vacation Policy



Families are permitted to take vacation however it must be approved by Mrs. Scott at a **minimum of two weeks prior** to the trip. **If two week notice is provided, your child's enrollment will be held and only 50% of the tuition will be charged when the child is on vacation.** Enrollment is only held for a maximum of one week, if tuition is paid in advance. **Unpaid tuition is subject to a child's spot being given to another child on the waiting list.**

## Discipline Policy

At Foundation First, we maintain a positive approach to discipline and guidance. Traditional teacher's authority is replaced with individual self discipline in the child. It is our philosophy that consistency plays a strong role in developing and maintaining a strong, positive self-image. **Our discipline guidelines are as follows:**

- Discipline shall be positive and consistent with the developmental needs of the child and applied with the full knowledge of the parents/guardians. **Redirection** is used at Foundation First. Childcare Development Center.
- Ridicule, abusive language or harsh, humiliating or "shock" treatment of any kind will not be used. Children will not be subjected to abuse, neglect or exploitation.
- Discipline will not be associated with rest, food, isolation, or toilet-training.
- Discipline is not associated with the withholding of emotional responses or stimulation. Children will not be required to remain silent for long periods of time.
- Good behavior is encouraged and praised. Disruptive behavior is communicated to parents immediately.
- Disruptive behavior such as: hitting, biting, throwing or any actions that endanger teachers and/or students may lead to your child being dis-enrolled from Foundation First Childcare Development Center.

# Foundation First Health Care Services Guidance



## Handwashing

Hand washing is done routinely throughout the day in the following manner:

- \*Always use warm, running water and antibacterial soap.
- \*Wet the hands and apply a small amount of liquid soap to hands.
- \*Rub hands together vigorously until a soapy lather appears and continue for at least 20 seconds. Be sure to scrub between fingers, under fingernails, and around the tops and palms of the hands.
- \*Rinse hands under warm running water.
- \*Dry hands with a clean disposable towel.
- \*Discard the used towel in a trashcan

## Handling of children 's bodily functions & Diapering procedures, where applicable:



1. Staff must put on latex gloves.
2. Lay the child on the changing table and remove soiled diaper and soiled clothes if needed.
3. Put disposable diapers in plastic lined trash receptacle or cloth diaper and outer covering into wet bag.
4. Put soiled reusable diaper and or soiled clothes in a plastic bag to give to parents. Do not rinse soiled clothes or diapers.
5. Clean child's bottom with wipe. Place wipe in plastic lined trash receptacle.
6. If additional washing is needed, use soap, running water and paper towels.
7. Diaper and dress the child.
8. Wash the child's hands under running water and soap or use a disposable pre-moistened wipe if the child is too young or unable to stand at the sink.
9. Sanitize the diapering surface immediately.
10. Return the child to the activity area.
11. Sanitize the changing table, all equipment and supplies that were touched and soiled crib or cot if needed.
12. Wash your hands, even if you used a vinyl glove.

## Foundation First Health Care Services Plan (cont.)

### Cleaning and sanitizing of toys and equipment:



- Toys and equipment are cleaned in the following manner on a daily basis:
- Toys are cleaned daily with 1 part bleach to 100 parts water and allowed to air dry.
- Tables and chairs are cleaned daily (as needed basis) with 1 part bleach to 100 parts water with micro fiber cloth.
- Eating surfaces are sanitized before and after all meals with a micro fiber cloth, never a sponge.
- Final sanitization is done at end of the day with 1 part bleach to 100 part water.
- **Toys that are used in infant and toddler rooms and are used in the child's mouth are cleaned on an “as used basis” with the following procedure:**
- Any toy that is in a child’s mouth will be placed in the sanitizing bucket (1 part bleach to 100 part water).
- The toy may be removed immediately from the bucket and rinsed with warm water and dried for re-use.
- Toys may also stay in the bucket until there is enough time to thoroughly rinse and dry them.
- All mouth toys must be removed and cleaned daily before the room is closed down for the day.

### Controlling infection



The health and well being of all the children here is of the utmost importance to us. It is for the protection of your child that we must insist on a strict adherence to Foundation First Health Policy. Please read and understand it fully. Do not wait until your child is sick to think about what is best for all concerned. Even with precautions, children do get sick. In some cases you will be required to submit a written report from your doctor before your child may return to Teachable Moments. This is to ensure that a child does not return to the Center when he or she may be in danger of exposing someone else to an illness. Some contagious illnesses are no longer contagious after the child has been on medication for 24 hours of medication.

We required that all children who are on medication do not attend childcare until the full 24 hours of medication has been given. There are a number of immunizations required by law before your child may attend childcare. Upon enrollment your will be asked to fill out a health appraisal. Please make sure that all immunizations are up to date.

If you are called to pick up your child because they are ill, 1 hour will be given to pick up the child. **If anyone has been exposed to COVID-19 or Delta variant, the Health Department will be notified. We will follow all recommendations given from the Health Department. This could result in the center closing temporarily and quarantine of individuals.** Your child will be separated from the other children to lower the incidence of spreading the illness. If there is an incidence of illness, all parents will be notified by posting and via email notification. These rules also apply to staff that exhibit these symptoms. The following illnesses by law exclude a child from attending child care:

- |  |  |
|--|--|
| • <b>Pink eye (Infectious Conjunctivitis)</b>      | • <b>Vomiting (must remain clear for 24 hours)</b>               |
| • <b>Diarrhea (must remain clear for 24 hours)</b> | • <b>Fever over 100 degrees (must remain clear for 24 hours)</b> |
| • <b>Impetigo</b>                                  |  |
| • <b>Chicken Pox</b>                               | • <b>Strep Throat</b>  |
| • <b>Hepatitis A</b>                               |  |
| • <b>Scarlet Fever</b>                             | • <b>Ringworm</b>  |
| • <b>Cold symptoms (cough/runny nose)</b>          | • <b>Lice</b>  |
|  | • <b>Scabies</b>   |







## COVID New Policy changes



### Plan, Prepare, and Respond to Coronavirus (COVID-19) and Delta Variant

This company policy includes the measures I am actively taking to mitigate the spread of coronavirus. You are kindly requested to follow all these rules diligently, to sustain a healthy and safe work/play/educate place in this unique environment. It's important that we all respond responsibly and transparently to these health precautions, I assure you that I will always treat your private health and personal data with high confidentiality and sensitivity.

This coronavirus (COVID-19) company policy is susceptible to changes with the introduction of additional governmental guidelines. If so, our Foundation First Director will update you as soon as possible by email.

### Center Hours

Hours of operation are from 7:00 a.m. to 5:30 p.m. Monday thru Friday.

This will allow nightly sanitation of the entire center and will assist with social distancing with limited exposure of children to adults.

Staff will have assigned classrooms only.



### Lunch

Lunch will take place in your child's classroom.

### Wellness Check



- Every person will be required to have a wellness check. Your temperature will be taken. Anything over 100.3 is considered a fever and there will be no admittance.
- Sick people cannot drop off well children. If the adult is sick then the child is sick and cannot enter
- You will be required to answer our wellness questionnaire that is posted with the following questions:
- Do you have a cough?
- Do you have shortness of breath?
- Do you have a sore throat? Have you had the chills in the last 24 hrs?
- Have you had a loss of taste?
- Have you traveled out of the county in the last 14 days?
- Do we have your permission to record the answers to these health questions (HIPA)?

**Answering yes to any of these questions, will result in not allowing entry into the Center.**



## Foundation First Childcare Development Center Classroom Rules

- Sensory shared toys will not be used.
- Children will have more individualized activities and no sharing of resources.
- No backpacks. Everything must arrive in a Ziploc bag that can be wiped off.
- Children will have the same teacher all day when possible.
- Temperature checks are done regularly for all children.
- Runny noses are no longer acceptable. (If the child does not have a history of allergies, then they must be kept home).
- Mask wearing is the safest policy. Send your child with their mask. We will attempt to have them wear it all day. If your child doesn't have a mask, we will supply them for your child.



**Foundation First Childcare Development  
Center Parent Handbook  
Parental Acknowledgement and Signature Page**

I, \_\_\_\_\_ agree and will adhere to the Foundation First Childcare Development Center guidelines and policies outlined in the Parent Handbook.

Parent/Guardian Signature:

\_\_\_\_\_

Today's Date:

\_\_\_\_\_



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