Foundation First

Childcare Development Center

18310 Livernois Detroit, Michigan 48221
(313) 397 - 2819
Visit us at: www.foundationfirstCCDC.com or
Contact us at: admin@foundationfirstCCDC.com

Parent Handbook

Updated as of November 2026

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 **Lillio** certified and utilize this parent portal as a innovative platform to share highlights about students and maintain open and transparent communication with parents.

Service Offerings

We offer childcare services for:

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

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 solve problems.

Hours of Operation

Foundation First Childcare Development Center Hours of Operation:
Monday - Friday 7:00 a.m. - 5:30 p.m.
Aftercare is offered until 6:00 p.m.

Arrival Time

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

Tuition

Tuition is due weekly and must be paid in full no later than Monday AM prior to your child starting 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 Monday AM and a late fee of $25/day will be assessed on Tuesday. **Cash payments are required for all late tuition payments.**

Sign-in/out Procedures

Parents are responsible for sign-in and out of Lilio app and to notify the Center when 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 ID.

Child Information Card

Parents cannot remove the other parent's information from the Child Information Card. Parents have equal rights, and we cannot deny a parent the right to see their child unless there is an order of protection denying contact with the child or legal protection.

Enrollment & Aftercare

Foundation First enrolls children from Birth to 6 years of age. Our mission is to build the academic foundation for children from 8 weeks to age 6 with instruction focused on literacy through our childcare programs.

We also offer after care Monday-Friday from 5:30-6:00 p.m. The aftercare cost is $10/day and due upon pick-up.

Registering your Child

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's tuition are 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 are 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. Effective August 1, 2026, we will no longer accept notes from Urgent Care doctors authorizing your child's return to school. Children can return to school with a note from their Pediatrician.

Daily Schedule

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

7:00 a.m. - 9:00 a.m.
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
(Outdoor time during summer)

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

Foundation First Childcare Center does not potty-train children. 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. If a student poops in route to the Center, please do not drop your child off with a soiled diaper.

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
- Veterans 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.
** If a holiday falls on the weekend, we will be closed either the day before or after.

Lillio Parent App

Foundation First is a certified subscriber with **Lillio**, you'll be able to download Lillio'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.

Lillio allows parents to add family members and customize access so others can be involved in your child's day from anywhere!

Parents can send messages to their 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 Lillio 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.

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, launder and return them on Monday.



Food Service

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



Foundation First Childcare Development Center is a "nut-free" childcare center and provides meals for students.
Foundation First provides a healthy lunch and snacks, everyday to students. A weekly menu is available on the Lillio application. Parents may provide milk for their child, if desired.

Sample Menu

Mid-Morning Snack

Granola Bar and Fruit

Lunch

Chicken Tenders, Fries and fresh fruit

Afternoon Snack

Animal Crackers and Bananas

Water and/or Milk is served daily. Juice Boxes are provided with lunch on Fridays, only.

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.

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.

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 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**:**

- Pink eye (Infectious Conjunctivitis)
- Diarrhea (must remain clear for 24 hours)
- Impetigo
- Chicken Pox
- Hepatitis A
- Scarlet Fever
- Cold symptoms (cough/runny nose)



- Vomiting (must remain clear for 24 hours)
- Fever over 100 degrees (must remain clear for 24 hours)
- Strep Throat



- Ringworm
- Lice
- Scabies

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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