

# Little Marvels Childcare - Handbook 2025

## ADMISSIONS

Please read over the handbook and let me know if you have any questions. Once it has been reviewed we can schedule a time for an interview.

Interviews only take place after 6:00 p.m. Monday - Friday once the daycare is closed. This allows me to give you 100% of my attention during the interview and 100% to the children in care during the day.

During the interview, we will go over details about our day, methods of discipline, plans for naps and meals, and organized playtimes. We will discuss your child's current schedule and needs and plan how to best blend the two. This is also a great time to ask any additional questions you may have, and it allows us to get to know each other a little. Children are welcome to join!

Please note that when a spot becomes available, many families may be interviewed. Because of this, if you feel that Little Marvels is a good fit for your family, please notify me within 48hrs of your interview. At that time, I will also let you know if the spot is still available. If we are able to move forward, the care contract and all mandatory forms to complete the registration process will be provided.

## DIVERSITY

The world is a wonderfully diverse place and here at Little Marvels, I understand that children begin to notice these differences at a very young age. In fact, some psychologists say that children are "culturally programmed" by the age of three. Children can be influenced by parents, other family members, teachers, caregivers, and the media without either party ever being aware of what is taught.

Diversity is not only about the color of our skin, but also includes the language someone speaks, the traditions someone may practice, the fact that boys and girls can accomplish the same tasks and jobs, the physically and mentally challenged, avoiding stereotypes, and family structures.

I understand the importance of helping a child grow with the attitudes, knowledge, and skills needed to live and work in a community growing in diversity. I will do this by first, not allowing discrimination of any kind to occur. Second, materials will be available for the child to use which may include, but not limited too: toys, books, movies, music, food, and holidays.

# Little Marvels Childcare - Handbook 2025

## LICENSING AND RATIOS

Little Marvels Childcare is licensed by the State of Michigan to care for up to 14 children\* per day with a 7:1 ratio of children to adults.

Of those 14 children only 8 may be under 2.5 years old and of those 8 only 4 are allowed to be under 18 months old. Therefore, we are allowed a maximum of 4 infants (Birth - 18m) per day. Based on these requirements, infant spots may not always be available even if there are openings in the daycare.

\*14 unrelated children. With my own daughter and children of staff, we may have up to 17 children per day.

## AGES

Little Marvels Childcare is currently only enrolling children between the ages of 18m - 4yrs old.

Once children reach the age to enter Kindergarten they begin to age out of the program. Therefore, children who turn 5 between October 1st of the previous year (2024) and September 30th of the current year (2025) will be required to enter Kindergarten, a Young 5s program/ Preschool, or find alternate care once the school year begins at the end of August (2025).

Before/After School, School Breaks, and Summer Programs are not available for school age children at this time.

## TRIAL PERIOD

I do not discriminate based on race, color, religion, sex, age, or national origin. I do, however, recognize that not every child or family will fit comfortably at Little Marvels. For this reason, the first two weeks of care are considered a "trial run" and either party may choose to terminate the care contract with no notice or further payment. After these 2 weeks, the contract will be set and a 2 week paid notice will be required if you decide to no longer attend Little Marvels Childcare.

## INITIAL FEES

An **\$80.00 non-refundable registration fee, per child**, is due with your signed care contract at the time of registration. This fee covers any new supplies that will be needed for your child while attending Little Marvels Childcare.

The first 2 weeks of payment is due on the first day of care for all families and is non-refundable

# Little Marvels Childcare - Handbook 2025

## HOURS OF SERVICE

### **January 2025 - May 2025**

Business hours are 7:30 a.m. to 6:00 p.m. Monday - Friday.

### **June 2025 - August 2025**

Business hours are 7:30 a.m. to 5:30 p.m. Monday - Friday.

### **September 2025 - Ongoing**

Business hours are 7:30 a.m. to 5:00 p.m. Monday - Friday.

Drop off prior to 7:30 a.m. is not allowed and doors will remain locked until 7:30.

Little Marvels Childcare closes promptly at the time listed above. After hours are reserved for family time, school and sporting events, appointments, etc. Not only for myself, but for staff members as well. Therefore, please make sure you have enough time to pick up your child and gather their belongings by the noted time.

Late pick ups will be charged the after business hours rate of **\$3.00 per minute per child** and will be added to your next invoice.

In the unforeseen instances of blocked traffic, accident, other bad road conditions, or family emergency, please call or text myself or a staff member to keep us updated. The after business hours rate will be waived unless this becomes a daily, weekly, or monthly occurrence.

During Tennis Season (Fall): Staff will be working as a I attend matches in the afternoon. Occasionally, Little Marvels Childcare may close early if staff are not available.

## DAYS CLOSED

(All are PAID except 11/26, 11/28, 12/24, 12/26, 12/29-12/31, & 1/2)

January 1, 2025 - New Years Day

April 21 - Easter Monday

May 26 - Memorial Day

July 3 and 4 - Fourth of July

September 1 - Labor Day

Nov. 26-28 - Thanksgiving Break

December 24 - January 2, 2026 - Christmas Break

**\*\*Other days may be added based on staff availability when I will be out of town or ill\*\***

# Little Marvels Childcare - Handbook 2025

## RATES AND PROGRAMS

Please see the chart below for current rates. Rates for new contracts are subject to change without notice. Once signed, contracts have a locked in rate until the time of renewal which is January 2 of each year.

These rates cover quality care for your child, meals, supplies, special programs, curriculum, yearly training required by licensing, employee wages, taxes, insurances, etc.

**\*\*RATES ARE NOT BASED ON ATTENDANCE BUT ON CONTRACTED DAYS\*\***  
Therefore, payments are due whether a child is planning to be in attendance or not.

As a home childcare provider, growth of my business is very restrictive. The state dictates the number of children I can care for at any given time. At the end of each calendar year, rates may be adjusted based on inflation and business needs.

|                            | 3 Days  | 4 Days  | 5 Days  | Late Pick Up Fee            |
|----------------------------|---------|---------|---------|-----------------------------|
| Birth - 18 months          | 156.00  | 208.00  | 260.00  | \$3.00 per child per minute |
| 18 months +                | 135.00  | 180.00  | 225.00  | \$3.00 per child per minute |
| AM PreK<br>8:00am - 1:00pm | 90.00   | 120.00  | 150.00  | \$3.00 per child per minute |
| Registration Fee           | \$80.00 | \$80.00 | \$80.00 | x                           |

Full day spots include: Breakfast, Lunch, 2 snacks, preK activities, and more. Naps are required for full day spots.

AM PreK - Available for ages 2 - 4 from 7:30am - 1:00pm. Lunch, and 1 snack are provided along with our full PreK curriculum and activities. Pick up is prior to nap time.

\*Occasionally there may be a 2 day spot open depending on other families schedules.

### Alternating Schedules:

If a family's schedule changes each week, they have the option of being on either a Full Time schedule to guarantee a spot each day or come as a Drop In family.

### Drop in Rates:

Birth - 2yrs: \$60 per day

2yrs + : \$50 per day

# Little Marvels Childcare - Handbook 2025

## PAYMENTS AND LATE FEES

Invoices will be sent through Brightwheel and are due by 10:00pm on Fridays either weekly or bi-weekly based on your contract.

Payments can be made by: Cash, Check, or through Brightwheel.

If Little Marvels Childcare is closed on a Friday or your child does not attend on Fridays; Cash and Check payments are due on the last day of attendance for that week. Brightwheel payments will remain due on Friday as normal.

### **Brightwheel Payments**

Parents are able to link their bank account or credit card to their Brightwheel account to make payments. There is the option to pay manually or to set up automatic payments.

### **Returned Checks/Payments**

Any returned checks will incur a \$30.00 fee as well as any late fees outlined below. More than 2 returned checks will require all future payments to be CASH only.

### **Late Payments**

Please remember that your childcare payments are my and my assistants' paychecks and just as you would not like being paid late, neither do we. Continual late payments will be grounds for termination.

Late Fees (Includes Weekends):

**Days 1 - 7:** \$30.00 per day including weekends (up to \$210.00 by day 7)

After 7 days late, service will be stopped until all tuition and late fees are received.

**Days 8 - 14:** \$40.00 per day including weekends (up to \$490.00 by day 14)

After 14 days, service will no longer be provided and your child's spot at Little Marvels will be terminated. Days 1-14 will serve as your 2 week notice and at this time you will be issued a final invoice. You will have 5 days to make the final payment or set up and sign an agreed upon payment plan. This invoice will include all missed tuition payments and late fees up to the 14th day (\$490.00).

If after these 5 days payment is not received, or no payment plan as been set up, an Affidavit and Claim will be submitted in the Small Claims Court and you will then be responsible for all monies due on the invoice as well as all court fees.

**If at anytime you need an extension on your payment due date, please notify me as soon as possible. I am willing to work with you when I can.**

# Little Marvels Childcare - Handbook 2025

## DHS/CDC ASSISTANCE

Little Marvels Childcare does accept State assistance. However, parents are required to provide FULL payments on the scheduled due dates until DHS payments are received. Once the State begins payments, you will receive a credit on your future invoice. This amount will vary based on how far back they choose to back pay.

Parents receiving Child Care Assistance from the State will be responsible for applying in a timely manner and staying in contact with their case worker.

Your case worker will/should provide you with the Provider Verification Form. Once this form is received by Little Marvels Childcare, it will be filled out and returned to you by the end of day or next day of care.

DHS payments may not cover your full tuition rate. Therefore any remaining balance is the responsibility of the parents/guardians and due on schedule per the contract.

At no time will DHS payments be used to cover any additional fees above your tuition rate. Those will be the parent's responsibility as outlined in the handbook.

DHS can only be billed for the contracted hours your child is in care and 30 absent hours each month for sick days or holidays.

## HOLDING SPOTS

If you are interested in a future spot that is currently filled, a registration fee of \$80.00 per child will be required to hold the spot until it becomes available. At which point the child may begin care or follow the plan outlined below.

### Pregnancy/Newborn Holds:

If you are interested in a future spot that is currently open, a registration fee of \$80.00 per child will be required along with 1/2 the weekly tuition rate, due each Friday until the start date or baby is 3 months old. At which point full tuition will be due regardless of if the child has started care or not.

### Children Ages 3 months or Older:

If you are interested in a future spot that is currently open, a registration fee of \$80.00 per child will be required along with 1/2 the weekly tuition rate, due each Friday until the start date or for a maximum of 2 months at which point full tuition will be due regardless of if the child has started care or not.

# Little Marvels Childcare - Handbook 2025

## FINAL NOTICE / TERMINATION

By signing the Little Marvels Care Contract, you agree to give a written (note, email, text) **two week notice before terminating care and paying the full two week tuition**, due at the time notice is given.

The final two weeks begins the day after written notice has been received.

Example: Notice given on Tuesday = 2 Weeks starts Wednesday.

This final payment is due whether or not your child(ren) attends those final two weeks.

I would appreciate as much notice as possible, so if you give more than two weeks, your child's spot is guaranteed until your date of termination. I will not ask you to leave early because of a new child coming in.

Provider reserves the right to issue an immediate termination of this contract at will for any of, but not limited to, the following reasons: lack of compliance with Handbook policies, non-payment, late payments, bounced checks, lack of parental cooperation, disrespect, failure to complete and return required forms, physical or verbal abuse of any person or property on the child care premises, serious illness of Provider or Provider's family member, continual disciplinary problems, false information given by parent, or closure of the daycare.

## LEAVE OF ABSENCE

A leave of absence (child not in attendance) will be granted due to a work lay-off, loss of job, summer vacation, or maternity leave. A minimum fee of 1/2 (half) your weekly rate will be required each week to hold the position open for up to eight weeks per year. After eight weeks, the rate will return to the full amount or I will need to fill the vacancy with another child.

## VACATIONS AND TIME OFF

There are a limited number of spots available at Little Marvels Childcare and therefore, **weekly payments are not based on a child's attendance and discounts are not provided for missed days unless noted below:**

### **Traveling or Scheduled Time Off:**

Each family is granted 5 vacation days each year at 1/2 the daily rate. These can be spaced out through-out the year or used during 1 week. Unused vacation days do not "roll over" into the new year. Any additional time off will be at the full daily rate.

# Little Marvels Childcare - Handbook 2025

I will use 20 days of “vacation” time each calendar year where Little Marvels Childcare will **remain open with an assistant working in my place, payments will continue as normal.** If staff is unavailable during my scheduled 20 days off, Little Marvels will close and these days will **not** be included in your tuition.

Any additional time off for myself, that results in me being gone more than 50% of the day, will require Little Marvels to close due to licensing rules. These days will **not** be included in your tuition.

## **Sick Days and Quarantines:**

There are no discounts for sick days or quarantines.

If a child is out sick longer than 5 consecutive days, a discounted rate of 1/2 (half) the normal tuition will be granted as long as a doctor’s note acknowledging that they cannot return to care is provided. If a child will be out for longer than 3 weeks, please keep me updated.

If I become ill, first option is to have an assistant work instead. However, if we need to close I will take **3 paid sick days each calendar year.** Any additional sick days; a full daily discount will be provided if Little Marvels is closed.

## **Appointments:**

There are no discounts for leaving early, arriving late, or skipping a day.

Occasionally I will need to take my children or myself to an appointment. Parents will be notified ASAP of any appointments. An assistant will be here in my place.

Late start or early closure for appointments will not be discounted, however, a full daily discount will be provided if Little Marvels is closed for the full day.

## **State Mandated Emergency Shut Down - Any Reason:**

If the state of Michigan requires Little Marvels Childcare to close due to a state emergency the following payment plan will go into effect:

Refunds will **not** be issued for the current week of care.

Example: Open Monday and Tuesday and required to close Wednesday - Friday

Weeks 1 - 4: Half (1/2) the weekly rate will be required to hold your spot.

Weeks 5 - 8: One fourth (1/4) of the weekly rate will be required to hold your spot.

If the closer lasts longer than 8 weeks ( 2 months ) payment plans will be reevaluated.



# Little Marvels Childcare - Handbook 2025

## **Closer of My Own Choice due to a State Emergency, Natural Disaster, or Pandemic:**

If Little Marvels Childcare is closed because I believe it is the best choice for the safety of all children in care and/or my own family:

Refunds will not be issued for the current week of care.

Example: Open Monday and Tuesday and closed Wednesday - Friday

Weeks 1 & 2: Half (1/2) the weekly rate will be required to hold your spot.

Weeks 3 + : No payment will be required until the reopening.

**\*\*For those experiencing extreme financial hardships, an extended payment plan can be discussed\*\***

Please note that a closer of my own choice is not taken lightly and comes with much debate and regret! The payment plans outlined above are what I believe to be fair for my own financial hardships (self and business) that would come; as well as for all families enrolled.

Unemployment is not guaranteed for those who are self employed. Without having a plan in place, there is the possibility of being unable to reopen in the future. Thank you for your understanding!

## **SICK CHILD POLICY**

To avoid the spread of illnesses I, and many other childcare providers, have a strict illness policy. I do not want your little one to be sick any more than you do. You will appreciate other children not attending while sick just as other parents will appreciate your child staying home while sick as well. Therefore, do not bring your child to daycare if they have any of the following (but not limited to):

### **Temperature at or over 100\***

Child may return to care once they are fever free for 24 hours **without** the use of medications. Any child who develops a fever while in care will need to be picked up within the hour.

### **Runny Nose**

They all get them and they last forever. A runny nose can be caused by anything from Covid to dust irritation. A child will not be excluded if this is the only symptom, however if other symptoms arise, child will need to stay home.

### **Cough**

Coughing that is constant all day or worse during naps and disrupts your child's and others' naps will require the child to be picked up. Any wheezing, barking, or whooping coughs will require the child to be picked up within the hour.

# Little Marvels Childcare - Handbook 2025

## **Vomiting**

Has vomited 2 or more times within the last 24 hours. Child may return to care once they are vomit free for 24 hours without the use of medications. If your child throws up while in care he or she will need to be picked up immediately.

## **Pink Eye**

Bright Red Eye that is stuck shut and/or oozing yellow/green discharge. Child may return to care once they have been on antibiotics for 24 hours. If a child develops any signs of Pink Eye while in care he or she will need to be picked up within the hour.

## **Diarrhea**

Kids who have the runs more than two times a day and/or have poop so watery it leaks out of the diaper need to stay home. They likely have an infection that can spread.

Child may return when they are symptom free for 24 hours without the use of medications. If a child develops diarrhea while in care, parents will be notified. 2 runny poops and the child will need to be picked up.

## **RSV**

Child may return to care 10 days after symptoms have started or positive test, fever free, and symptoms are improving.

## **Flu**

Child may return to care once symptom free for 48 hours without the use of medications.

## **Sore Throat**

Child may return once symptom free for 24 hours without the use of medications, has been on antibiotics for 24 hours, and/or has a negative Step and Covid test.

## **Lice**

Annoying little bugs! Child must be bug free for 3 days before returning to care. New eggs can hatch after you think they're gone. Any signs of lice and the child will need to be picked up immediately.

## **Rash**

Any rash other than a diaper or heat rash will require a doctor's note before child may return to care stating child is not contagious. Parents will be notified if any rash develops while child is in care. Depending on the severity and location of the rash, child may need to be picked up within the hour.

## **Hand-Foot-Mouth or Chicken Pox**

Children will not be permitted back into care until all symptoms are no longer present, including any blisters that have not yet scabbed over.

# Little Marvels Childcare - Handbook 2025

## COVID-19

All families are required to notify me, Nicole, if anyone in their immediate household tests positive for COVID-19 or was exposed by another confirmed case. Families may notify me via phone call, email, or text message.

Positive test for child - Stay home.

Exposure from someone outside the home: Child may remain in care, but must be tested on day 3 after exposure. If any symptoms begin, child must remain home until symptoms are gone or test negative three days after symptoms begin.

Positive test for anyone in the home: Child must stay home until every one in the home has a negative test and remains negative for 3 consecutive days.

## OTHER CONTAGIOUS CHILDHOOD DISEASES

Please notify me immediately if your child has been exposed to a contagious disease or diagnosed with a serious illness or medical condition so I can alert the other parents.

If a child begins to develop or show any symptoms of (but not limited to): Measles, Chicken Pox, Roseola, Ringworm, Whooping Cough, Strep Throat, Bronchiolitis, Mumps, Rotavirus, Meningitis, Pneumonia, etc., parents will be required to pick up the child immediately.

## DAILY MEDICATIONS

Any daily prescription medication must be clearly labeled with the child's name. A doctor's note will need to be provided with the recommended dosage and will be kept on file along with a daily log of administered medications.

## IMMUNIZATIONS

All children must have the appropriate immunizations for their age or the required signed waiver stating your reasoning for opting out of or delaying immunizations. Michigan allows medical, religious, and philosophical exemptions for immunizations.

**I am required to let all parents know that my own children have NOT received any of their immunizations.**

We also accept unvaccinated children into care at Little Marvels Childcare.

# Little Marvels Childcare - Handbook 2025

## PARKING

I kindly request that you do not park behind any cars in the driveway besides my own or an assistant's so as to not block in any other parents. You may park on the street in front of the house if needed.

Please do not park on the neighbor's grass. If parking on the street, please avoid the grass on the mailbox side of the driveway

## DROP OFF AND PICK UP

Drop off time is between 7:30 a.m. and 9:00 a.m. **If not here by 9:00 a.m. you will be required to wait until 10:00 a.m. to drop off.** We begin our learning activities at 9:00 and any drop offs between 9:00 and 10:00 a.m. is an interruption and distraction to the children.

If arriving after 10:00 a.m. due to an appointment please let me know as soon as possible.

**Please remember to check your child in and out each day. This is a licensing requirement.**

In the case of a fire, tornado, or other emergency; this allows everyone to know how many children and who to look for in the chaos. It also allows law enforcement to know who was the last person with your child in case of an emergency after hours. **Each parent has their own check in code and additional approved adults can be added to Brightwheel to receive a code as well.**

Beginning in 2025 you will have the option to scan the QR code with your phone or continue to use your 4 digit pin.

## SMOKING AND VAPING

Vaping and smoking of cigarettes or marijuana is prohibited in the house or on the property at any time. Please do not smoke or vape on the property or extinguish cigarettes in the yard or driveway.

Marijuana - Note that it is illegal to drive under the influence so please be smart. Also, please know the smell lingers on clothes and coats so if the staff is over powered by the smell we will require an additional changes of clothes to be left here and laundered.

# Little Marvels Childcare - Handbook 2025

## DAMAGES

If you or your child accidentally damage anything in the home or on the property and it is beyond a \$50.00 cost to replace or repair, you will be charged the appropriate fee to fix or replace the item.

If you or your child damage any property on purpose, you will be charged the appropriate fee to fix or replace the item with no minimum amount covered.

## TOYS AND ITEMS FROM HOME

Little Marvels Childcare is not responsible for lost or broken items brought from home.

Toys / Items from home are **not** allowed. There is the risk that the item may be lost or broken. If they have a blanket or stuffed animal to sleep with, that would be an acceptable item to bring with them. It is best to leave a blanket here for them, so there is no problem of it being forgotten here or at home. Any other items will be placed in their cubby for the day or handed back to mom/dad for safe keeping.

## PETS

River - Our boxer dog. Super friendly and great with children. She is 4 years old so can get jumpy and excited, but is starting to mellow out. Little more hesitant around adults she does not know.

Ash - Our cat. Hides most of the day, but occasionally comes to check on what we are doing or to get fed. Mostly to get fed. Also great with kids.

## REQUIRED PERSONAL ITEMS

Please provide the following personal items:

1. Two (2) changes of clothing that will be used in case of an accident or becoming dirty. Children of all ages get dirty from mud, paint, food, etc. Please include: Pants/Shorts, Shirt, Underwear and Socks.
2. Diapers for those children not potty trained. Pull ups for children 2 years or older. We begin potty training at age 2 by teaching them to remove clothes and pull ups and redressing themselves.
3. Formula babies please leave a container of formula to be replaced as needed. Breastmilk babies may provide milk in a storage bag labeled with child's name and date or provide milk in new bottles each day labeled with child's name and date.

# Little Marvels Childcare - Handbook 2025

## CLOTHING

Children should be dressed in weather-appropriate clothing as we try to go outside daily.

Summer: Shorts, T-Shirt, Socks, Shoes

Fall: Pants, T-Shirt or Long-Sleeve T-Shirt, Socks, Shoes, Hoodie/Coat

Winter: Pants, Warm Shirt, Socks, Boots, Winter coat, Hat, Gloves, Scarf, Snow-pants

Spring: Pants, T-Shirt or Long-Sleeve T-Shirt, Socks, Shoes, Hoodie/Coat

If your child does not have the appropriate outside gear, you will be required to take them home with you and return with the missing items. We must stay in ratio and keeping 1 child inside is not always possible. Keeping 3-5 friends inside with them is unfair.

Starting November 1 of each year, children will be required to have the following items daily regardless of snow. They keep the child warm and clean of mud as well. It is easier to remove or not use an item than it is to be cold when an item is missing.

Boots, Hat, Gloves, Snow-pants, Jacket.

**Gloves should be water proof. The cloth fabric mittens are not warm enough.**

## NAPS

Nap time is from 1:00 p.m - 3:30 p.m daily for all children 5 and under. I have not yet met a child who does not need a nap or rest time.

All children, until they reach the age when they would be in school full-time, by State guidelines, are required to have a rest time. Quiet time is an especially important time of the day in a child care situation. The children need rest to enable them to have an enjoyable evening at home with their family.

All children will be monitored either by sight or sound at all times during quiet time.

**Please do not ask me to keep your child up at this time for any reason. If you do not wish to have your child participate in a quiet time, you may arrange for your child to be picked up at 1:00pm for the day, or unfortunately Little Marvels Childcare program may not fit your family's needs.**

Ages Birth - 1yr will sleep in a crib or Pack N' Play with no other items besides a pacifier.

Ages 1yr - 2yrs will sleep in either a crib/Pack N' Play or transition to the floor.

Ages 2yr - 5yrs will sleep/rest on a mat on the floor.

# Little Marvels Childcare - Handbook 2025

## TOILET TRAINING

I feel most children are ready to begin toilet training when they are between two and three years of age. Toilet Training at Little Marvels begins with having all children ages 2 and up participate in bathroom breaks. They learn the routine and become familiar with sitting/using the toilet. At age 2 we begin to work with them on removing their pants and diaper on their own and redressing themselves after “using” the toilet.

We have 4 set bathroom breaks during our day. Once a child begins to vocally say they need to go or chooses to go on their own, additional child led bathroom breaks will be included.

With multiple children in care training at the same time, it is difficult to ask or take each child to the bathroom more than once an hour. Therefore the actual “training” must take place at home. Please begin training over a weekend, extended weekend, or holiday so the foundation can begin at home. Underwear will be allowed once the child is accident free for 2 weeks at home. If accidents occur regularly/multiple times a day at Little Marvels, pull ups/training pants will be required again. Currently there is no bathroom downstairs, so children will need to stay dry for at least 2 hours or give enough notice to make it upstairs before becoming diaper free.

Dressing your child in one-piece outfits such as overalls or using pants with difficult snaps will cause frustration. Please take this into consideration each morning during the potty training process. Be sure to provide several extra outfits for your child in case of accidents, including shirts, pants, underwear, socks, and an extra pair of shoes.

## MEALS

Your child will be enrolled in the Mid-Michigan Food Program. This is a federally funded program and ensures that your child will be served nutritionally balanced meals. Additional forms will be provided for you to sign the first week of care and each year after that.

Meals (mostly organic/whole foods) will be served at or close to the following times:

Breakfast: 7:30 - 7:50 a.m.

Lunch: 12:30 - 1:00 p.m.

A snack will be served mid-morning around 10:00 a.m. and mid-afternoon around 4:30 p.m.

A child will be expected to eat what is served for each meal. If they dislike an item, they will be encouraged to taste it, but no alternatives will be served. Children who choose not to eat a meal or snack will need to wait until the next scheduled time.

If your child comes after a mealtime, it will be your responsibility to make sure that your child has eaten **prior to arriving**.

# Little Marvels Childcare - Handbook 2025

## CURRICULUM

We are a play based home daycare with Montessori elements mixed in. Children have access to these activities by choice through-out the day. Some remain in the “classroom” all year, while others are swapped out to keep things new and enticing.

We will also be using Horzions by Alpha Omega Publications

Every child learns differently and at their own pace. The nice thing about a home based childcare environment is that children are able to interact with other ages. Younger children can learn from the older ones and the older ones can reinforce what they’ve learned by teaching the younger ones. Do not be discouraged if your child is not at the same place as another child. Each child has their own strengths!

## SPECIAL PROGRAMS

Little Marvels Childcare may have outside programs that join us weekly, bi-weekly, or monthly. Each individual is interviewed and, if required, undergoes a background check prior to starting. These individuals are not staff members and are therefore, supervised at all times. They are not left alone with the children or assist the children in any activities other than the one they are hired for.

Currently we are joined by:

- Yoga (Mindy Medrano) for yoga once a week

Parent/family member volunteers are always welcome as well. They will also be supervised at all times and only ever alone with their own child.

## AGES AND STAGES

At least once a year, I will be completing an Ages and Stages Screening for each child. Ages & Stages Questionnaires® (ASQ) provides reliable, accurate developmental and social-emotional screening for children between birth and age 6.

ASQ has been specifically designed to pinpoint developmental progress and catch delays in young children, paving the way for meaningful next steps in learning, intervention, or monitoring.

Results will be used to help develop curriculum ideas tailored towards each child and/or the group. Results will be kept on file and a copy will be sent home.



# Little Marvels Childcare - Handbook 2025

## COMMUNICATION WITH PARENTS

Join our private Facebook group! This page is for current parents only. You will see posts of daily activities, live videos, photos, child/family related articles or events, and reminders. The “Files” section will have a current copy of the handbook for reference. This is also a great place to get to know the other parents, post local child friendly events, and ask questions.

Daily communication will be done via Brightwheel. **At least one parent is required to have the app in order to send and receive messages with our staff members.**

## PHOTO POLICY

Photos will be frequently taken of your child to document our daily activities, friendships, learning activities, and memorable times. These will be shared on our private Facebook group. They can also be sent via text or email at parents’ request.

Occasionally photographs will be used for advertising on the Little Marvels Childcare public Facebook page and website. By signing the handbook you agree to these terms. If you would like to opt out of this option for your child please let me know.

## AUTHORIZED PICK-UP

Per Licensing Rules: children will not be released to anyone who is not listed as the Parent/Guardian or listed on the Authorized Pick-Up Form.

If there are any persons who are prohibited by the court from visiting or picking-up your child, please let me know and provide the necessary documents to keep here on file. We cannot stop a biological parent from picking up their child without a court order.

Valid Photo ID is Required - Anyone listed on the form who does not arrive with a valid photo ID will not be allowed to pick-up your child. A phone call does not replace the ID. Providing ID is only required the first time they pick up your child. Once we know them, it is no longer needed. You may update your pick-up list at any time.

## TAX RECEIPTS

For tax purposes, a yearly statement will be provided to each family currently enrolled. These will be available by January 31st of each year. For families no longer in care, the receipt will be sent to the last/current address that is on file.

# Little Marvels Childcare - Handbook 2025

## DISCIPLINE POLICY

During these early years of a child's life, how we respond and act towards them greatly influences their thoughts and behaviors. Therefore, it is very important for us to respond to a child with positive reinforcement, understanding, patience, and a caring attitude while enforcing the rules.

There will be times while caring for your child that we will have to respond to your child's inappropriate behavior. This may include but not limited to: hitting, biting, shoving, hair pulling, refusal to cooperate, screaming, destructive behavior, excessive bossiness, toy throwing, etc.

In response to these behaviors, we will not use:

- ~ Corporal punishment in any manner upon a child (spanking, hitting, shaking, biting, etc..)
- ~ Use any substance in the child's mouth such as, but not limited to: soap, hot sauce, vinegar.
- ~ Restrict a child's movement by binding or tying them.
- ~ Deprive a child of food, use of the toilet, or other basic needs
- ~ Humiliation or any strategy that hurts, shames, embarrass, or belittles a child, their parents, families, or ethnic group.
- ~ Place children in a locked and/or dark room, closet, or box.
- ~ Leave any child alone, unattended or without supervision
- ~ Allow discipline of a child by other children

In response to misbehavior, we will:

- ~ Be consistent in enforcing age appropriate rules
- ~ Give clear choices
- ~ Redirect your child to a new activity
- ~ Remove the toy or object that is being fought over and place it in the "Toy Time-Out"
- ~ Separate the children who may need time away from others
- ~ Move your child to a time-out location.

### **For Daily Consistent behaviors: (ages 2.5yrs and older)**

First offense: Verbal Warning and/or Redirection

Second offense: Time Out

Third offense: Sitting at the table with an activity of the teachers choosing until the next transition time.

If your child's behavior is very disruptive or harmful to him/herself or other children, I will discuss the issue with you privately. If the situation can be resolved, the child may remain enrolled. If we are unable to resolve the issue, you may be asked to make other child care arrangements.

Parent/Guardian Initials \_\_\_\_\_ Parent/Guardian Initials \_\_\_\_\_

# Little Marvels Childcare - Handbook 2025

## RECORDS AND REPORTING

I am required by the State of Michigan to have certain forms and permissions on file in order to care for your child. I will provide you with the appropriate forms and ask that they be returned on or before the first day of care. These will also be reviewed and renewed at the first of each year. Please notify me of any updates as they occur. Information regarding your family is kept private except for any reporting required by the state.

I, and all staff members, are also required by Michigan law to report any suspected cases of child abuse to Social Services or the appropriate authorities. This includes physical, emotional and sexual abuse, as well as neglect.

Parent/Guardian Initials \_\_\_\_\_ Parent/Guardian Initials \_\_\_\_\_

## GRIEVANCE POLICY

If you are unsatisfied with my services or policy, please feel free to communicate these concerns with me at any time.

## OTHER

I, Nicole Elliott, have the right to revise the Little Marvels Childcare Handbook at any time. A new updated copy will be provided to all parents if/when that occurs. All parents will have 1 week to review and return a signed copy of the new revised handbook. If after 1 week, you choose not to accept the new terms, you may give 1 week (paid) notice.

Please read this handbook before signing. By signing, you are verifying that you not only understand the terms of your contract, but also the policies contained within the handbook, and that you agree to and will abide by both the contract and the handbook.

I retain the right to enforce these policies at will. Lack of enforcement of a certain policy at any given time does not indicate that that particular policy is no longer in effect.

Thank you for giving me this opportunity to care for your child. I love my job and see myself as a partner in raising your child. Please treat me as a professional as this is a successful business and my career choice!

We (I) have received and have read the Little Marvels Handbook: Revised 1/1/2025 and agree to abide by it.

PARENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PARENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

# Little Marvels Childcare - Handbook 2025

## DAYS CLOSED 2025:

All are paid holidays except:

7/3, 11/26, 11/28, 12/24, 12/26, 12/29-12/31, 1/2

January 1, 2025 - New Years Day

April 21 - Easter Monday

May 26 - Memorial Day

July 3 and 4 - Fourth of July

September 1 - Labor Day

Nov. 26-28 - Thanksgiving Break

December 24 - January 2, 2026 - Christmas Break