



## Premier Academy

Dear Parent,

Planet Kids would like to welcome you and your child to our program. You are invited to visit our center to experience our programs in progress.

We provide programs for children 6 weeks through age 12, including private preschool, junior kindergarten, full-day kindergarten, before and after school care, transportation, spring break camp and summer camp.

We are a community minded company. We participate in Clarkston, Lake Orion and Oxford events as a way of giving back to the community. We also give back through charitable donations. We provide a giving opportunity to families during the holiday season and we include a community service component to enrich the experiences of our summer camp program.

Planet Kids is family friendly and encourages family members to visit the center at any time. Families are encouraged to participate in our special activities, open houses and holiday events. Our curriculum is enhanced by outside activities that are brought into the school, school-wide events that assist our staff and children in comprehending that they are part of something that expands beyond their classroom walls - *COMMUNITY* - and we offer events designed for the whole family.

We are somewhat non-traditional in that we employ young men in our center. Our philosophy is that they bring new opportunities in play and teaching. They serve as role models for our male students. They go through the same extensive background checking as our other staff goes through. We have made it policy that they will not diaper or assist in bathrooms. This is to bring comfort to our families.

You will receive care that will come as close as possible to the care you provide at home. All families are treated equally and with respect, and you can be assured that all of our staff are properly trained and completely dedicated to the care of our children.



Beyond this handbook and the policies it lays out, we expect that you treat us and our staff with courtesy and respect. The care of your children is a contract between you the parents and us the caregivers. Our relationship to each other directly impacts how the children feel about their school. We request that complaints and concerns are handled without the child present whenever possible. We recommend notes, phone calls and private meetings.

Finally, the purpose of this handbook is to share information and ideas with parents to promote understanding of our programs and foster a spirit of cooperation between parents and our staff. For the operation of a school with an excellent program, we need your cooperation in following some of the general policies and procedures.

Warmest Regards,  
Planet Kids



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## Mission and Philosophy

### **MISSION STATEMENT:**

The mission of Planet Kids Premier Academy is to enhance each child's individual, social, emotional, physical, cognitive and intellectual development and ease parent's concerns regarding their children's care. We will accomplish our mission by establishing a nurturing environment that reflects the security of home while providing healthy, age-appropriate educational experiences and high quality care.

### **OUR PHILOSOPHY:**

Our approach is based on a developmentally appropriate child-centered curriculum, with a balance between teacher directed and child initiated activities. Our program is designed to enhance the following characteristics:

Social skills, Self-discipline, Motivated Learner, Language Development, Communication, Gross Motor, Fine Motor, Listening, Problem Solving, Self-esteem, and many academic skills and concepts.

We can accomplish this by providing learning experiences that are directly relevant to children's lives. Play can make learning fun and meaningful because it actively involves the child.

It is recognized that no two children's exposure is the same and children learn at different rates (depending on many factors, such as mood or time of day). In addition, children may respond differently to specific types of care. All attempts will be made to individualize and maximize the experiences of each child, with maximum opportunity for positive, supportive feedback.



## ABOUT PLANET KIDS:

Planet Kids is a family oriented facility dedicated to the well being of children. Education, health, safety and security are our highest priorities. We offer an academic, play based curriculum taught in a fun and friendly atmosphere.

Planet Kids contributes a portion of its earnings each year to children's charities.

## EDUCATION/STAFF TRAINING

### Age Specific Programs

Our programs are based on each child's social, emotional, intellectual, and physical developmental needs. Each child is assigned to their classroom depending upon age and developmental level. A specific curriculum has been designed for each age group to accurately match the child's developmental level.

**Infants (Ratio 1:4)** Our Infant program provides a safe, loving environment for children 6 weeks and up. Caregivers take special care to meet each child's needs, and offer individualized attention by interacting with each child throughout the day. Caregivers offer stimulating activities that encourage children to move through the developmental milestones in natural progression. Older infants are encouraged to begin learning the routine of the toddler room in order to ease the transition from room to room.

**Toddlers and 2 Year Olds (Ratio 1:4)** These years mark a period of rapid growth and development. Our program offers activities that encourage children to experiment, discover, and learn about their environment. Toddlers are learning to:

- Master physical skills like running, balancing, climbing, working simple puzzles and stringing beads
- Use personal hygiene habits such as eating with utensils and washing their hands and face
- Use basic manners
- Form peer relationships
- Enjoy short stories with more detail
- Build beginning problem-solving skills
- Follow simple directions and rules



**2 ½ and 3 ½ Year Olds (Ratio 1:8)** This young preschool program incorporates literacy-enriched activities to further develop language and pre-reading skills. By offering a wide variety of age appropriate "hands-on" activities, children learn in a manner that is both fun and educational. There is a strong emphasis on toilet training and self-care. Children in this class continue to fully develop their skills and will move to the next class when they are physically, socially and emotionally ready. They may move to the next class as a young three if they have met the proper milestones.

**3 ½ and 4 ½ Year Olds (Ratio 1:10)** This enhanced program offers a variety of theme-related activities that foster a child's natural curiosity and helps to create a love for learning. Teachers focus on offering activities that require more advanced cognitive concepts and physical skills. The program also focuses on independent living skills, pre-kindergarten skills, development of positive self-esteem and confidence in their own abilities. Activities focus on:

- Fine and gross motor skills
- Creative development
- Science and Math
- Language concepts
- Social/emotional development
- Peer relationships/ Problem solving skills
- Computer skills

In all programs, teachers provide theme-related activities that allow children to work on skills while they engage in hands-on activities. Many activities focus on the natural world and are sensory-based.

**Junior Kindergarten and Full Day Kindergarten (Ratio 1:12)**

These private tuition-based programs are taught by certified teachers. They offer a small class size and are designed to facilitate the development of the child's self-image. Readiness skills such as counting, letter recognition, language development, music, Spanish, development of fine and gross motor skills are all part of the program.

**Before and after school care (Ratio 1:17)** is available for children up to 12 years old. This program offers a center based curriculum that promotes choice. Caregivers provide age appropriate games, crafts and sporting activities for the children. Tuition is based solely on the number of mornings and afternoons attended. The multiple child discount is not offered for this program. TRANSPORTATION is available for many Clarkston and some Brandon schools. Spring break and summer camp and care for school closings due to inclement weather are also available.



## **Classroom Transitions**

Criteria including chronological age, social and emotional development, and self-care skills have been established for each classroom. When your child is ready for an older group, you will be advised as to when your child can be expected to change rooms.

## **Outdoor Play**

Our playground structures have been specially selected for the total development of children. Your child will spend time engaged in climbing, balancing, riding and playing with others. Safety surfaces that absorb falls cover the portion of the playground underneath equipment. Hard surface areas are provided for riding trikes, hopscotch, sidewalk chalk and ball or group games. Each room's daily schedule includes at least one outdoor period. State licensing requires that we include outdoor time each day when weather permits.

Children who are well enough to attend school must be well enough to participate in all activities, including outdoor play. Please be sure that your child has adequate outdoor clothing. Children do not go outdoors if the temperature/wind chill is lower than 20°F.

## **Staff Training**

Teachers, caregivers, and teachers' assistants are carefully selected based on their skills and early childhood education. Staff members are carefully screened through the Michigan State police for criminal background checks and also with Child Protective Services through the State of Michigan, Family Independence Agency. Our staff is CPR and First Aid certified.

We support the professional development of our staff. Each staff member receives ongoing training to ensure the competence of each employee. The State of Michigan requires all staff to complete 12 credit hours of training per calendar year. Many of our staff exceed this minimum requirement.



# POLICIES AND PROCEDURES

## Schedule of Hours and Holidays

Planet Kids is open from 6:00 a.m. until 11:00 p.m., Monday through Friday, with exception of the following holidays:

New Years Day	Labor Day
Memorial Day	Thanksgiving Day
4 <sup>th</sup> of July	Christmas Day

If the holiday falls on the weekend, Planet Kids will close in accordance with local observations.

**TUITION** is charged for these holiday's. We will close early on the following days:

Christmas Eve 12:00 pm	New Years Eve 3:00
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We ask that you **do not** leave your child at the center for more than 10 hours per day. Planet Kids will charge an additional fee of \$4.00 per hour for more than 10 hours of care per day.

## Enrolling your Child

Planet Kids is licensed to care for children ages six weeks through twelve years. We will not deny any child participation in its program due to race, sex, religion or national origin. Prior to the child's first day of attendance, the following must be completed:

- Registration Form
- Child Information Card
- Health Appraisal (or within 30 days of 1<sup>st</sup> day of attendance)
- Non-refundable Registration/Supply Fee
- First tuition payment

## Annual Supply Fee

Planet Kids charges an annual supply fee of \$50.00 per child each year to cover the costs of continuous purchase items such as crayons, markers, construction paper, craft items, rubber gloves, cleaning and disinfecting products, paper products and snack items. This fee is due yearly every February while enrolled.



## **Withdrawal and Dismissal**

To withdraw your child from our program, see the Director to obtain a copy of the withdrawal form. It must be completed at least two (2) weeks prior to the child's last day of attendance. This will help us prepare your child for their departure and also help in our scheduling. If a two week notice is not provided, you will be responsible for full tuition for that two week period.

Planet Kids reserves the right to dismiss any child who presents a risk to the health or safety of other children or staff or any child whose needs cannot be met in our program. Dismissal may be required if a parent fails to follow the policies set by the center. Meeting a child's need is our primary concern at Planet Kids. A parent conference will be scheduled and alternate childcare arrangements may be suggested.

## **Tuition & Payments**

The following tuition schedule has been established to provide your child with the best possible care at the most reasonable cost to you.

### **FULL & PART-TIME CARE/LATCHKEY PROGRAMS**

Tuition payments are due each Friday prior to the week of service. A late payment fee of \$15.00 will be charged on Friday at 6:30 p.m. if payment is not received. Unpaid balances may result in dismissal from the program. If you are unable to make your payment, please contact the Director immediately.

### **PRESCHOOL ONLY**

Preschool tuition will be paid in ten equal payments. The first payment is due by August 25<sup>th</sup> prior to the first day of preschool. The following nine payments are due on the 25<sup>th</sup> day of each month from September 25<sup>th</sup> through May 25<sup>th</sup>. (Preschool begins in September and ends in June). If the 25<sup>th</sup> falls on a weekend, this payment must be received on the following Monday. A late payment fee of \$15.00 will be charged on the 26<sup>th</sup> day of the month if payment is not received. Unpaid balances will result in dismissal from the program.

Planet Kids accepts subsidies from the State of Michigan Family Independence Agency/Department of Human Services (FIA). Parents are responsible for paying the portion that is not covered by the state.

## **Returned Check Policy**

Any payments made with a NSF check will be charged \$25.00 and will no longer have the privilege of paying by personal checks. All future payments will have to be made by a certified check, cash or money order. WE WILL NOT RE-DEPOSIT CHECKS.

## **Late Child Pickup**

Planet Kids closes at 6:30 p.m. every day. Parents who arrive after closing are charged \$7.50 for each hour that they are late. All children must be picked up by 11:00 pm.



## **Absent/Illness Policy**

If your child is going to be absent, please notify the center by 10:00 am. If your child is ill, you should notify us as to the nature of the illness, particularly if it is contagious. **FULL TUITION** is charged for all absences other than vacation time (see vacation policy).

If your child is enrolled in our latchkey program, please contact Planet Kids by 8:00 am. This will ensure that other children will get to school on time since it is our practice to wait at our building for all expected children. This also applies to children who attend afternoon latchkey which is often more difficult without notice of an absence, since we wait at the school(s) until all expected children are in our care.

## **Inclement Weather and Power Outages**

Planet Kids will make every effort to open on bad weather days. However, if we are unable to accommodate the children due to staff shortages, no heat, electric or water, we will close Planet Kids in order to maintain a safe environment for everyone. Please watch FOX 2 (WJBK) on your TV or listen to WWJ 950 radio for up-to-date closings. We also suggest you call Planet Kids prior to your departure to make sure we are open and staffed adequately. **FULL TUITION** is charged for these days.

Star Academy follows Clarkston School District severe weather closings on the first day only.

## **Vacation Policy**

A two-week written notice shall be given prior to vacation time, otherwise **FULL TUITION** will be charged during this time. Vacation time is split into the following semesters: September through February you will receive one week vacation (see formula below) and one week vacation to be used from March until August. If you do not use it in the semester awarded, you will forfeit it. Vacation does not carry over from year to year. You may use up to one week vacation at a time - two consecutive weeks in February/March and August/September are not allowed. Your child may not be in attendance if vacation time is taken. **FULL TUITION WILL BE CHARGED FOR ANY ADDITIONAL ABSENCES.**

Total 10 days per calendar year (Sept. 1 - Aug. 31) for a 5 day program

8 days per year (Sept. 1 - Aug. 31) for a 4 day program

6 days per year (Sept. 1 - Aug. 31) for a 3 day program

4 days per year (Sept. 1 - Aug. 31) for a 2 day program

2 days per year (Sept. 1 - Aug. 31) for a 1 day program

Vacation time is not applicable for preschool programs, kindergarten or junior kindergarten.



## Multiple Child Discounts

When multiple children from the same family attend the center full time, a discount from the usual tuition fee is granted. To take advantage of this discount, full tuition must be paid for the child with the highest tuition base. The discount is then applied to the other child enrolled full time from the same family. **Junior kindergarten, Kindergarten and Before & After school care are excluded from this discount.**

## Parking

The designated parking area is located directly in front of the building. Handicap spots may **only** be used for those designated as handicapped. Planet Kids staff will park in the back of the lot whenever possible.

## Photography

Planet Kids owners, management and staff may occasionally take pictures, movies and videos of the children for use in reasonable advertising, promotion and educational activities. Planet Kids is not required to pay any compensation for this photography. The negatives are the sole property of Planet Kids.

## Birthdays

Your child's birthday is a special day! We enjoy being a part of your child's birthday celebration and like to recognize birthdays here at Planet Kids. Food treats may be brought in the center for your child's special day, however, please check with your child's teacher or the centers' Director prior to bringing in a treat to make sure that there are no particular allergies in the classroom. **Please do not bring items containing peanuts, peanut oil, peanut butter, etc. Although we are not a peanut free facility, we do not serve snacks or desserts that contain peanut products.** You may bring peanut products as part of your child's lunch from home.

## Hiring Staff to Baby-Sit

On occasion, parents ask our teachers and center staff to baby-sit. This is a wonderful opportunity for your child's teacher to get to know him/her in their own setting. Please keep in mind that we encourage babysitting, however our staff is required to sign a non-compete statement upon hiring, which does not permit them to accept full or part time nanny positions with Planet Kids customers. We appreciate your consideration with this matter when searching for in-home care. Please contact our office if you are looking for this type of care as we may be able to suggest some other Planet Kids applicants. Planet Kids does not take responsibility for any babysitting services that Planet Kids employees may provide outside of Planet Kids premises or programs.

## Custody and Visitation

From time to time, issues arise as to the release of a child to the appropriate parent. Please note any custody or visitation restrictions on your registration form. Please provide the center



with any documents supporting those restrictions. We will strictly adhere to the instructions provided in such documents.

## **Clothes and Personal Belongings**

We request that all children bring a complete set of extra clothing (shirt, pants, underwear and socks) in case of accidents or spills. All clothing needs to be clearly labeled with your child's name. We cannot be responsible for unmarked clothing.

Children should come dressed for lots of play and activities. We recommend washable, comfortable play clothes. Please make sure your child has boots, snow pants, hat and gloves or mittens at school during the winter months. For the summer months, we ask that you keep a bathing suit, towel and sunscreen at school. Open toe shoes and sandals are **not permitted** when playing on the playground and climbers. Make sure your child wears, or has available, a pair of closed-toe shoes for this purpose.

Planet Kids cannot assume responsibility for loss or damage done to any personal belongings that children bring to school. Children are encouraged to leave toys, food, money, gum, candy, etc. at home. Please help your child understand why it is not wise to bring toys or other items that they may not wish to share with other children.

## **Lost and Found**

If your child is missing anything, please check the lost and found. You may then ask your child's teacher or other assistants working in that room to help you find any misplaced items. It is much easier to return a lost item if it is labeled with the owner's name. Please remember to label everything!! Unclaimed items are given to charity after a reasonable period of time.

# **SECURITY AND SAFETY**

## **Drop Off and Pick Up Procedures**

Parents are responsible for dropping off and picking up their children from our school. Parents are also responsible for escorting their child to and from their classrooms.

When the center first opens for the day and attendance is low, children are usually gathered in one room before they move on to their respective classrooms. This provides an opportunity to get settled and gives children of different ages a chance to interact. This also gives siblings a chance to be together. Likewise, at the end of the day as children are picked up, remaining children might be placed in one room.

If someone other than yourself will be picking up your child, this person must be on your emergency card and have identification available including a photo ID. A written release form will be acceptable as long as it is signed and dated by you. This will only be accepted for the dates specified on the written release. The director will verify it. This policy will be strictly enforced for security purposes.



## **Security Entry System**

We have installed keypad entry systems at the front and lobby doors to protect the children in our care. This system ensures that only people with the access codes will be able to enter the center. You will be given your own front door code so that you have free access to the center during business hours. We ask that you do not allow another person to walk in with you under your code if you do not know them. They need to use their code to enter. If someone other than yourself will be dropping off or picking up, please be sure to give them your access code to enter. A second keypad in the building lobby provides additional security. These codes will be changed from time to time to ensure continued security.

## **Signing In/Out**

Parents are required to sign their child in and out daily according to the State of Michigan licensing requirements. We also take manual attendance for each classroom.

## **Emergency Procedures**

Planet Kids has written policies and procedures for dealing the emergencies. We periodically schedule, carry out and document emergency drills. We have developed an emergency evacuation plan for fire and tornado disasters. Evacuation plans are posted in each classroom.

In the unlikely event that the center is severely damaged or declared unsafe, all children will be evacuated to an emergency shelter where they will await your arrival. Should such an emergency occur, the director will attempt to notify you as soon as possible. A notice will also be posted at the center with information about the alternate site.

## **Accidents and Minor Incidents**

If your child is injured at the center, we will take whatever emergency medical steps deemed necessary for the care and protection of your child, whether it would be administering first aid or calling 911 if the child requires emergency room treatment. The nearest hospital is St. Joseph Mercy Hospital in Pontiac, located on Woodward, just north of Square Lake Road. In all cases every effort will be made to contact the parents or person designated by the parent. In the event of a minor injury, parents will be informed when picking up their child through an accident report provided to you by the caregiver.

## **Transportation**

Latchkey children attending Bailey Lake Elementary will be escorted to and from Planet Kids along the sidewalk via walking by an employee of Planet Kids. On bad weather days, they will be transported to and from Bailey Lake Elementary via the school van. All parents are required to sign a transportation waiver in order for Planet Kids to transport your children to and from their elementary school.

Planet Kids transports to most Clarkston and some Brandon schools. Requests for school year transportation should be made in June prior to the start of the coming school year. We will make every attempt to fulfill your request. Currently enrolled families will receive priority.



Attendance is taken at each destination. Our van driver is required to have a chauffer license and a good driving record. The van is inspected yearly and must have a seatbelt for every child. The van is also equipped with a first aid kit and emergency flares and triangles.

All children must follow the car and booster seat safety laws.

## **Child Safety**

The owners, management and staff at Planet Kids are mandated reporters of child abuse and neglect according to the Child Protective Services Act. Planet Kids staff and management are not required to discuss their suspicions with parents. Anyone we suspect to be under the influence of drugs or alcohol will be reported to the police.

## **Parking Lot**

Please drive through our parking lot cautiously. There is a constant flow of staff, parents and children in and out of the building. Cones are used as a "walkway" when children are playing in the front yard. Please observe them - we will do our best to re-route our staff vehicles to get you and your family in and out of the parking lot as quickly as possible.

Chains will close both entrances (in the evening) during the summer months. The purpose is to keep out the Pine Knob traffic.

## **Smoking**

The State of Michigan mandates no smoking on the property and Planet Kids building. Parents must extinguish cigarettes before entering the parking lot.

# **HEALTH AND NUTRITION**

## **Medical Requirements**

We adhere to state regulations regarding immunization records for your child. A physical examination is required for admittance. Children under 24 months are required to have a physical exam every 6 months. Children over 24 months are required to have a physical exam every year. Immunization records must be kept current. Validated proof of immunizations should be submitted as your child receives new immunizations or booster shots.

## **Medication**

All medications both prescription and over-the counter must be signed in daily on our medication form. Medication will be administered by the director and witnessed by another staff member and recorded by the director on the medication form. We cannot administer medication that has expired. We will refrigerate those medications that require it.

We recommend that you ask your child's physician to prescribe a 12-hour dose of medication when appropriate. This allows you to control the administration of medication at all times.

Planet Kids Premier Academy 5520 Clarkston Road, Clarkston, MI 48348 Phone: 248-620-9032



## **Prescription Medicine**

Planet Kids will administer prescription medication as directed by a licensed physician or dentist. A written medication form must be filled out by the parent for any prescription medication to be given. Medicine must be in its original container, labeled with the child's name, date, time and dose to be given, number of days administered and pharmacy name. Any unused portions will be returned to the parent. An individual medication form must be filled out for each prescription medication and signed by the parent.

## **Over-the-Counter Medicine**

We believe that over the counter medicine should be treated with the same caution as prescription drugs. Oral over-the-counter medications such as Tylenol, Motrin and cough medicine can be administered only with the written permission of the child's parent. Medication must be in its original container and have a label with the child's name, date, time and dose to be given and the number of days to be administered.

Topical applications, such as diaper rash ointment, petroleum jelly, baby powder, chapstick, lotion and insect repellent can be administered with the parent's written consent. We will follow directions provided on the manufacturer's label. All containers should be clearly labeled with the child's name.

## **Medication for Allergies or Chronic Illness**

If your child requires medication for life-threatening conditions such as allergies, bee stings, etc., the prescription can be kept at the center and administered when necessary for as long as the child is enrolled. An authorization form must be signed by the child's parent and physician. Expired medication will be returned to the parent.

## **Medication in Emergency Situations**

Our staff is trained in CPR and certified in first aid. In all situations, we will follow instructions of the poison control center or physician when providing first aid procedures and/or administering emergency medications.

## **Illness**

Children who are ill with a contagious disease or fever may not attend school that day. If your child becomes ill while attending school, we will call you.

For the protection of all children, we ask that you keep your child home with the following symptoms:

- A temperature of 101 degrees or more
- Vomiting
- Diarrhea three times in the course of two hours
- Contagious skin or eye infection
- Constantly running nose or green or yellow discharge



If your child develops any of the above symptoms while at our center, the parent will be notified to pick up the child within 1 hour of notification. If your child is sent home because of illness, he/she must be free of any of the above symptoms for a minimum of 24 hours before returning to the center.

State law requires that we notify parents of children who become exposed to certain contagious diseases. This will be done through a notice posted at the center. If your child should become infected with a contagious disease, please notify the center immediately so the director can notify families of other children who may have been exposed to the contagious disease.

## **Biting**

Experts in the field of child development say that biting occurs primarily as a result of a child's inability to communicate. Children may become frustrated by a new experience, such as another child taking away their toy, or suddenly being around many other children, and may bite as a response.

Procedures followed for biting:

- The child receiving the bite will be comforted and the bite area cleaned to prevent infection. An incident report will be filled out and the child's parent notified.
- The biting child will be redirected to appropriate activities. His or her parent will be notified, and the incident report placed in the child's file. The teacher will carefully assess the classroom environment to minimize frustration for the child. The teacher will discuss the incident with the child's parents to determine ways to redirect the behavior. The child will be closely supervised. The identity of the child will be kept confidential.
- Most children stop biting soon after these actions have take place. For those children who continue to bite, it may become necessary to remove them from the center, either for a short period of time or permanently.

## **Toileting**

If your child is not yet toilet-trained, you will need to supply us with disposable diapers, pull-ups and wipes.

Parents are often anxious for their child to begin toilet training. Close and frequent communication is promoted between parents and our teachers in order to keep the child's developmental needs as a primary concern. When you feel that your child is ready to be toilet-trained, please discuss this with your child's teacher. We will work with you to train your child.



Please keep in mind that toilet-training should be a positive experience with lots of encouragement for doing well. Toilet training requires consistency and patience and can only be effective when a child is ready. Our teachers are aware of and look for indicators that a child is ready to learn to use the toilet. If we feel that your child is not physically ready for this, we will discuss this with you.

## **Rest Time**

All children who spend a full day with us will be required to rest. Depending upon their age, children are expected to rest quietly or engage in quiet activities, allowing those who need the opportunity to sleep the opportunity to do so. Infants will sleep in a crib. All others will be given their own cot or mat for rest time. We ask that each child bring a small blanket and pillow for rest time. (This should fit in a gallon size zip-lock bag). Parents should take these items home on weekends for laundering.

## **Breakfast, Lunch and Snacks**

Breakfast (cereal, waffles, pancakes, oatmeal, etc.) will be served from 6:30 a.m. until 8:00 a.m. in the multi-purpose room. Let us save you time in the morning at no additional charge! The kitchen closes at 8:00 am.

We offer a "choice lunch" program. Hot lunch is prepared by the Clarkston School District and is available daily for purchase. If you are providing a healthy, nutritious lunch, please do not send anything in a can or glass container. We will warm food via our microwave oven. Planet Kids will provide all drinks and paper products.

If you wish to take advantage of our hot lunch program, there will be a charge of \$3.00 per hot lunch. You will receive a "hot lunch" calendar monthly. Please circle each appropriate lunch and submit form and payment by Friday morning of the previous week. Once an order is placed, it cannot be rescinded or payment refunded for any reason (i.e. illness, vacation, etc.). Children with no lunch will be served a lunch through Planet Kids and will be charged \$3.00 per lunch.

Nutritious snacks are served twice daily. Please notify us immediately with any food allergies. You will be required to bring in your child's special snack that day. Snack menus are posted on the Parent Information Board in the lobby.

We are not a peanut free facility. However, we do not serve snacks that contain peanut butter. We request that you do not send in birthday treats or other snacks that contain peanuts, peanut butter, peanut oil, etc. It is acceptable for you to include peanut butter in your child's lunch. We simply request that it is not in any items that may be shared with your child's classmates.

All meals are served in the classroom and teachers eat with the children. During this time, we teach children the fundamentals of good nutrition and proper eating habits.



## **Infant Meals**

Parents are responsible for supplying sterilized, ready-to-feed bottles of formula or breast milk. These bottles must be labeled and dated with your child's name and placed in the refrigerator in their room. Any unused portion of formula or breast milk will be disposed of one hour after each feeding. Please label all baby food, juice or other snack food items you wish to store in your child's room. Parents are responsible for providing all food and formula/breast milk until your child is 12 months old.

## **Milk**

Planet Kids provides milk or water for children at each snack and meal time. Whole milk is provided to children from age one through age two. Children ages three and older are provided 2% milk. If you prefer soy, rice milk, etc., please provide it with your child's name clearly marked.



## **DISCIPLINE POLICY**

Our positive techniques will be implemented to reinforce good behavior and help children learn appropriate behaviors. Our program is designed to help prevent unnecessary problems. Never, under any circumstance, will any methods be used that could cause physical or emotional harm. We feel that all issues regarding your child should be explained thoroughly. Therefore, we have provided a detailed description of some important aspects underlying our program at Planet Kids.

### **General Program Guidelines:**

1. Rules are explained and kept short and specific.
2. Rules and directions are phrased in a positive way, i.e. "Listen carefully" rather than "Don't interrupt."
3. Rules are reviewed, especially after vacations and on days when children are excited about special events.
4. Rules are consistent and routines are established. A change in the routine is explained ahead of time.
5. Children are reinforced for following rules, rather than punished for breaking them. Good behaviors are reinforced promptly.
6. A well planned curriculum with age appropriate and motivational materials are used to maintain children's interest.
7. Continuous communication between home and teacher.

### **Decreasing Undesirable Behavior:**

1. Redirection/Distraction: Directing the child's attention to an activity that will produce a more appropriate behavior.
2. Extinction/Ignoring: Involves the removal of reinforcement for an inappropriate behavior by simply ignoring it (unless a safety issue is involved). It is hoped that because it is not being reinforced, that it will decrease when it does not get the attention desired.



3. Support/Verbal Intervention: Often, a teacher offering the right mix of supportive advice and encouraging words solves the problem.
4. Time-out from Positive Reinforcement: A brief withdrawal of reinforcement is provided. The child is separated from the group to allow him/her to relax and calm down. A time-out is considered to be a chance to pull oneself together.

If these positive guidance techniques are not working effectively and inappropriate behavior persists, we will use the following progressive procedures:

1. We will observe and record the child's inappropriate behavior and what we have done to try to change the behavior.
2. Parents will be asked to participate in a parent/teacher conference in which a specific action plan will be developed to address the behavior. The plan will outline all steps the staff will take to try to change the behavior and all steps the parents will take and the steps toward dismissal if the behavior persists.
3. Our staff may suggest outside resources to parents and will work with any outside resources for further guidance in responding to the child's behavior.
4. If the inappropriate behavior continues, the parents will be asked to keep the child home for a day or two.
5. If the behavior continues after the child is kept home on one or several occasions, we will request that the parents withdraw the child.

Planet Kids may immediately dismiss any child whose behavior creates a significant risk of harm to the health or safety of other children or staff, without following the guidance steps outlined above.



# FAMILY INVOLVEMENT

Planet Kids has an open door policy. Parents are welcome to visit the school at any time of the day unless restricted by a court order. Parent access may not be limited without an order regardless of the reason.

Please consult with the director or your child's teacher should you have any questions or concerns regarding your child, whether at school or home. Communication is a very important part of each teacher's responsibility. Your input is also very important to us.

## **Daily/Weekly Notes and Communication**

Daily sheets, containing your child's daily activities, eating, diaper and toileting activity will be provided for all children who are infants, toddlers, twos and three years of age. A weekly classroom newsletter or folder will be sent home with children who are three, four and five years of age. This information may contain your child's individual activities or anything special that may have occurred.

## **Monthly Newsletters**

The Planet Press is published monthly containing information on activities, parenting issues, classroom calendars and other news items. Please be sure to read this monthly press as it contains lots of information each month! You will find this newsletter in your child's cubby at the beginning of each month.

## **Policy Changes**

The Parent Handbook is designed to promote an understanding of the policies and programs offered at Planet Kids. While the Handbook describes the current programs, policies and procedures of Planet Kids, there may be times when we have to change the policies, procedures or programs with little or no notice. Planet Kids reserves the right to modify or change the policies, procedures or programs at any time. Nothing contained in the Parent Handbook shall be construed as a contract between Planet Kids and any one or all of its customers or students.

## **Non-Discrimination Policy**

It is the policy of Planet Kids to provide an environment that is free from unlawful discrimination of any type, including discrimination based on race, color, religion, sex, national origin, age or disability.



## **Parent Volunteer Opportunities**

We encourage you to get involved as a parent volunteer in any of the activities that we have at our school. You can get involved in our programs and activities such as holiday shows, book fairs, Thanksgiving Day feast, graduation, fundraisers, clerical support and room organizer. We want your ideas to help contribute to our high-quality program. Please see the director for more details.

## **Parent Advisory Committee**

Planet Kids welcomes all feedback and suggestions from parents. The Parent Advisory Committee meets monthly to discuss fundraisers, classroom curriculum, coming events, etc.

## **Parent/Teacher Conferences**

Parent/teacher conferences are scheduled 2 times per year for children in our 3 & 4 year old preschool programs and in Junior Kindergarten/Kindergarten. These conferences are optional and are scheduled for January and June each year. If you have any question's regarding conferences please discuss this with your child's lead teacher.

# **OPTIONAL SERVICES/ACTIVITIES**

## **School Pictures**

School pictures will be taken once a year (usually in October) by a professional photographer. There is no charge for the photo session and everyone will have their picture taken for the class composite. However, the purchase of pictures is optional.

## **Field Trips**

Planet Kids may enjoy a couple of recreational and educational field trips per year. However, we may take a field trip to Upland Hills farm (Spring) and to the Clarkston Public Library (Fall) with our 4 year old classes. Responsible adult supervision is provided for these excursions. You must authorize each field trip in order to have your child participate. There is an additional fee for such trips.

## **Tumble Bus**

The Tumble Bus portable gymnastics program visits our center weekly. Children may participate in this program as often as it is provided. Free classes are provided at least once yearly. This demonstration will give children the opportunity to try it and parents may determine if they are interested in the program. There is a fee - see their literature for more information.

Planet Kids may provide opportunities for other programming. They will be announced in the newsletter *The Planet Press* and information will be provided in each child's cubby