



**Pee Wee Patch Child Development Center**  
**1796 South Lapeer Road**  
**Lake Orion, MI 48360**  
**(248)814-1010**

**PARENT HANDBOOK FOR  
PEE WEE PATCH CHILD DEVELOPMENT CENTER  
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## PEE WEE PATCH CHILD DEVELOPMENT CENTER

### POLICY: MISSION STATEMENT

POLICY NO.: 1

Pee Wee Patch Child Development Center's mission is to provide a quality, comprehensive early childhood environment for nurturing and facilitating the growth and development of young children.

### POLICY: WELCOME

POLICY NO.: 2

Welcome to our Pee Wee Patch family. We are honored and privileged to accept the trust your family has placed in us to guide and enrich your child's early childhood experiences.

The purpose of this handbook is to communicate what you can expect of the Pee Wee Patch team. It also provides information regarding our expectations of your family. After reading this handbook, if you have any questions, please contact the Director.

### POLICY: PROGRAM PHILOSOPHY

POLICY NO.: 3

Our goal is to provide a quality environment for nurturing and facilitating the growth and development of young children. We will achieve this through ongoing training, education and experience of our early childhood team and utilization of community resources.

We recognize that each child is a unique individual developing at their own pace.

Pee Wee Patch is a play based program. Our philosophy is based on the knowledge that children grow and develop when given opportunities to explore, create and problem solve with materials that are appropriate for their age and development.

We will provide opportunities for social, emotional, intellectual and physical growth. The role of the teacher is to facilitate children's growth and development by providing a curriculum that builds and constructs new knowledge with a clear understanding of each child's current development. We believe that the single greatest factor in the quality of care your child receives is a comprehensive collaboration between parents, teacher and the Director. This requires a commitment from all parties to strong, consistent



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communication. Please take a few minutes each morning and afternoon to exchange information with your child's teacher. We accept our responsibility for your child's early education with great reverence.

**POLICY: LICENSING INFORMATION**

**POLICY NO.:** 4

The State of Michigan Department of Consumer & Industry Services Bureau of Regulatory Services licenses Pee Wee Patch. They can be contacted at (248) 858-9750 or [www.michigan.gov](http://www.michigan.gov)

**POLICY: ENROLLMENT**

**POLICY NO.:** 5

Enrollment at Pee Wee Patch is open to children from 6 weeks until 13 years old. Enrollment shall be granted without regard to a child's race, color, creed, religion, national origin, gender, or disability; and without regard to a parent or guardian's race, color, creed, religion, age, national origin, gender, pregnancy or disability.

Parents can apply for enrollment of their child in Pee Wee Patch by completing the Enrollment Agreement and paying a registration fee of \$45 for the first child, \$35 for the second child, \$20 for the third child. The fourth child's registration fee is waived. The Registration Fee is non-refundable.

Initial enrollment is contingent upon receipt of the completed and signed enrollment agreement, registration fee, emergency information, immunization records and signed Parent Handbook receipt.

The Enrollment Application and Fee Agreements are not meant to serve as contracts guaranteeing service for any duration.

Pee Wee Patch reserves the right to dismiss any parent or child at any time for failure to adhere to the policies set forth here.

Continued enrollment at Pee Wee Patch is contingent upon the parent's, emergency contact persons' and child's adherence to the policies and procedures of Pee Wee Patch as outlined in this handbook including, but not limited to, timely payment of all fees and tuition.



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Parents are required to notify Pee Wee Patch immediately, should any of the information collected at the time of enrollment or any time thereafter change. Failure to do so may result in the child (ren) being dis-enrolled from the program and forfeiture of any deposit.

**POLICY: TUITION**

**POLICY NO.:** 6

**6.1 PAYMENT SCHEDULE**

Tuition can be paid one of two ways: by Electronic draft from a checking account or monthly by credit card. There will be a nominal transaction fee per credit card payment and EFT. Pee Wee Patch accepts VISA and MasterCard. Receipts will be given for tuition payments made by credit card. There will be a \$30 returned check fee charged for all insufficient funds charges. If at any time the bank returns a parent's check, all future tuition payments must be made by a money order.

Tuition does not include fees for field trips and extra curricular activities.

**6.2 LATE TUITION PAYMENTS**

Tuition is due on Friday by noon before the week of care to be provided. A late fee of \$20 will be charged if tuition is not paid by Friday at 6:30pm.

Once an account is more than one week in arrears, the child/children may not return until the account is paid up to date, including the current week.

There is no credit given for absences or holidays.

Each family will be allowed 2 weeks vacation per calendar year (Monday-Friday consecutive). You may not bank unused vacation weeks for the next year. One month written notice is required for vacation.

Two weeks written notice is required for withdrawal from the program.

Non-payment of tuition is grounds for immediate dismissal from the program. Timely payments are essential for continued enrollment at Pee Wee Patch; however, if you anticipate difficulty with paying on time, please discuss the matter with the Director immediately. If alternative arrangements for payment



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are approved you will be notified by the Director. A written contract with the terms of this agreement will be signed by both the parents and the Director.

### 6.3 SUBSIDIZED CARE

Pee Wee Patch does accept childcare subsidies. However, a parent is responsible for all payments until an authorization letter has been received. After the calculation has been made of what amount will be covered by Family Independence Agency, the parent will be responsible for the remaining portion of tuition. Parents are responsible for completing all required paperwork on time. Once an authorization expires, parents will be responsible for full payment of tuition under the guidelines of the enrollment agreement until a new authorization is received. Parents receiving a child care subsidy are also required to sign a fee agreement, agreeing to be personally responsible for the payment of tuition, in the event they become ineligible to receive childcare subsidies.

### 6.4 MULTIPLE CHILD DISCOUNTS

Pee Wee Patch offers a multiple child discount for families with more than one child enrolled full time. The youngest sibling pays the full tuition rate and each additional child's tuition is discounted 10 % per child. Discounts are only applicable when tuition payments are made on time. The full tuition rate, plus any additional late fees will be charged when tuition payments are late as per the late tuition policy stated above.

### POLICY: CONFIDENTIALITY

POLICY NO.: 7

Within Pee Wee Patch, confidential and sensitive information will only be shared with employees of Pee Wee Patch who have a "need to know" in order to most appropriately and safely care for your child. Confidential and sensitive information about faculty, other parents and/or children will not be shared with parents, as Pee Wee Patch strives to protect everyone's right of privacy. Confidential information includes, but is not limited to: names, addresses, phone numbers, disability information, and HIV/AIDS status or other health related information of anyone associated with Pee Wee Patch.

Outside of Pee Wee Patch, confidential and sensitive information about a child will only be shared when the parent of the child has given express written consent, except where otherwise provided for by law. Parents will be provided with a document detailing the information that is to be shared outside of Pee Wee Patch, persons with whom the information will be shared, and the reason(s) for sharing the information.



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Any parent who violates the Confidentiality policy will not be permitted on Pee Wee Patch property thereafter. Refer to the policy regarding Parents Right to Immediate Access for additional information regarding dis-enrollment of a child when a parent is prohibited from accessing Pee Wee Patch property.

You may observe children at our center who are disabled or who exhibit behavior that may appear inappropriate (i.e. biting, hitting, and spitting). You may be curious or concerned about the other child. Our Confidentiality Policy protects every child's privacy. Employees of Pee Wee Patch are strictly prohibited from discussing anything about another child with you.

POLICY: MANDATED REPORTING OF SUSPECTED  
CHILD ABUSE AND/OR NEGLECT

POLICY NO.: 8

Under the Child Protective Services Act, mandated reporters are required to report any **suspicion** of abuse or neglect to the appropriate authorities. The employees of Pee Wee Patch are considered mandated reporters, under this law. The employees of Pee Wee Patch are not required to discuss their suspicions with parents before reporting the matter to the appropriate authorities, nor are they required to investigate the cause of any suspicious marks, behavior or condition before making a report. Under the Act, mandated reporters can be held criminally responsible if they fail to report suspected abuse or neglect. We at Pee Wee Patch take this responsibility very seriously and will make all warranted reports to the appropriate authorities. The Child Protective Services Act is designed to protect the welfare and best interest of all children.

As mandated reporters, the staff of Pee Wee Patch can not be held liable for reports made to Child Protective Services which are determined to be unfounded, provided the report was made in "good faith."

Causes for reporting suspected child abuse or neglect include, but are not limited to:

- ◆ Unusual bruising, marks, or cuts on the child's body
- ◆ Severe verbal reprimands
- ◆ Improper clothing relating to size, cleanliness, season
- ◆ Transporting a child without appropriate child restraints (e.g. car seats, seat belts, etc.)
- ◆ Dropping off or picking up a child while under the influence of illegal drugs or alcohol
- ◆ Not providing appropriate nutrition for your child



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- ◆ Leaving a child unattended for any amount of time
- ◆ Failure to attend to the special needs of a disabled child
- ◆ Sending a sick child to school over medicated to hide symptoms, which would typically require the child to be kept at home until symptoms subside.
- ◆ Children who exhibit behavior consistent with an abusive situation

POLICY: PARENT CODE OF CONDUCT

POLICY NO.: 9

Pee Wee Patch requires the parents of enrolled children at all times, to behave in a manner consistent with decency, courtesy, and respect. One of the goals of Pee Wee Patch is to provide the most appropriate environment in which a child can grow, learn and develop. Achieving this ideal environment is not only the responsibility of the employees of Pee Wee Patch, but is the responsibility of each and every parent or adult who enters the center. Parents are required to behave in a manner that fosters this ideal environment. **Parents who violate the Parent Code of Conduct will not be permitted on Pee Wee Patch property thereafter.** Please refer to the Policy on Parent's Right to Immediate Access for additional information regarding dis-enrollment of the child when a parent is prohibited from accessing agency property.

#### 9.1 SWEARING/CURSING:

No parent or adult is permitted to curse or use other inappropriate language on Pee Wee Patch property at any time, whether in the presence of a child or not. Such language is considered offensive by many people and will not be tolerated. If a parent or adult feels frustrated or angry, it is more appropriate to verbally express the frustration or anger using non-offensive language. At NO time shall inappropriate language be directed toward members of the staff.

#### 9.2 THREATENING OF EMPLOYEES, CHILDREN OTHER PARENTS OR ADUTLS ASSOCIATED WITH PEE WEE PATCH:

Threats of any kind will not be tolerated. In today's society, Pee Wee Patch cannot afford to sit by idly while threats are made. In addition, all threats will be reported to the appropriate authorities and will be prosecuted to the fullest extent of the law. While apologies for such behavior are appreciated, Pee Wee Patch will not assume the risk of a second chance. **PARENTS MUST BE RESPONSIBLE FOR AND IN CONTROL OF THEIR BEHAVIOR AT ALL TIMES.**

#### 9.3 PHYSICAL/VERBAL PUNISHMENT OF YOUR CHILD OR OTHER CHILDREN AT PEE WEE PATCH:

State regulations prohibits any type of corporal punishment of children, such acts are not permitted in the childcare facility. While verbal reprimands may be



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appropriate, it is not appropriate for parents to verbally abuse their child. Doing so may cause undue embarrassment or emotional distress. Parents are always welcome to discuss a behavior issue with the teacher and to seek advice and guidance regarding appropriate and effective disciplinary procedures.

Parents are prohibited from addressing, for the purpose of correction or discipline, a child that is not their own. Of course, no parent or other adult may physically punish another parent's child. If a parent should witness another parent's child behaving in an inappropriate manner, or is concerned about behavior reported to them by their own child, it is most appropriate for the parent to direct their concern to the classroom teacher and/or the Director.

Furthermore, it is wholly inappropriate for one parent to seek out another parent to discuss their child's inappropriate behavior. All behavior concerns should be brought to the classroom teacher or Director's attention. At that point, the teacher and/or Director will address the issue with the other parent. Although you may be curious as to the outcome of such a discussion, teachers and/or the Director are strictly prohibited from discussing anything about another child with you. All children enrolled in our center have privacy rights and are further protected by our Confidentiality Policy. You may be assured that we will not discuss anything about your child with another parent or adult visiting the center.

#### 9.4 SMOKING:

For the health of all Pee Wee Patch employees, children and associates, smoking is prohibited anywhere on center property. Parents are prohibited from smoking in the building, on the grounds, and in the parking lot of Pee Wee Patch. Parents who are smoking in their cars must dispose of the cigarette before entering the parking lot. ***This is a State of Michigan mandated regulation.***

#### 9.5 VIOLATIONS OF THE SAFETY POLICY:

Parents are required to follow all safety procedures at all times. These procedures are designed not as mere inconveniences, but to protect the welfare and best interest of the employees, children and associates of Pee Wee Patch. Please be particularly mindful of Pee Wee Patch's entrance procedures. We all like to be polite. However, we need to be careful to not allow unauthorized individuals into the center. Holding the door open for the person following you may, in fact, be polite, however that person may not be authorized to enter the premises. Security procedures are only as strong as the weakest person in our organizational chain. Be alert and mindful. Immediately report any breaches to the Director.



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9.6 CONFRONTATIONAL INTERACTIONS WITH EMPLOYEES, OTHER PARENTS OR ASSOCIATES OF PEE WEE PATCH:

While it is understood that parents will not always agree with the employees of Pee Wee Patch or the parents of the other children, it is expected that all disagreements be handled in a calm, professional and respectful manner. Confrontational interactions are not an appropriate means by which to communicate a point and are strictly prohibited.

9.7 VIOLATIONS OF THE CONFIDENTIALITY POLICY:

Pee Wee Patch takes very seriously the responsibility of maintaining the confidentiality of all persons associated with the agency. Parents must understand the implications of this responsibility. Parents need to recognize that the Confidentiality Policy not only applies to their child or family, but all children, families and employees associated with Pee Wee Patch. Any parent who shares any information considered confidential, pressures employees or other parents for information that is not necessary for them to know, will be considered to be in violation of the Confidentiality Policy.

POLICY: PARENT'S RIGHT TO IMMEDIATE ACCESS POLICY NO.: 10

Parents of a child in our care are entitled to immediate access, without prior notice, to their child whenever they are in care at Pee Wee Patch, as provided by law.

In cases where the child is the subject of a court order, (e.g., Custody Order, Restraining Order, or Protection from Abuse Order) Pee Wee Patch must be provided with a **Certified Copy** of the most recent order and all amendments thereto. The orders of the court will be strictly followed unless the custodial parent(s) requests a more liberal variation of the order in writing. In the case where both parents are afforded shared/joint custody by order of the court, both parents must sign the request for more liberal interpretation of the order.

**In the absence of a court order** on file with Pee Wee Patch, **both** parents shall be afforded equal access to their child as stipulated by law. Pee Wee Patch cannot, without a court order, limit the access of one parent by request of the other parent, regardless of the reason. If a situation presents itself where one parent does not want the other parent to have access to their child, Pee Wee Patch suggests that the parent keep the child with them until a court order is issued, since our rights to retain your child are secondary to the other parent's right to immediate access. Pee Wee Patch staff will contact the local police should a conflict arise.



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Visitors are asked to schedule appointments with the Director, and are allowed in the childcare facility only at the discretion of the Director. An employee of Pee Wee Patch will accompany visitors at all times, throughout the center.

Pee Wee Patch will dismiss any child whose parent is prohibited from entering upon center property. Due to the parents' right to immediate access policy, as well as state and federal regulations, Pee Wee Patch can not have a child at the agency when the child's parent is prohibited access. Pee Wee Patch will not agree to any request to maintain a child's enrollment even if the parent agrees to stay out of the center. Such an agreement is a violation of the law and will not be entertained.

**POLICY: DISMISSAL**

**POLICY NO.:** 11

Pee Wee Patch reserves the right to dismiss any parent or child at any time for failure to adhere to the policies stated in this handbook.

Once dismissal has occurred, any past due balances must be paid within 30 days. An invoice detailing the past due balance will be forwarded to the address indicated in the child's file within one week of the dismissal. Any balances remaining after the 30 day period will be referred to the agency's legal counsel for collection.

The Director or designee will assist the parent in gathering their child's belongings at the time of dismissal and parents are required to leave agency property in a calm and respectful manner, immediately. Pee Wee Patch will request assistance from local police should any parent become disruptive and/or uncooperative while gathering their child's belongings upon dismissal.

A dismissed child and his/her parents are required to call and request an appointment with the Director if they wish to return to agency property following a dismissal. Appointments are made at the discretion of the Director and are not a right of the dismissed child or parent.

Following a dismissal, any parent or child who harasses, threatens or in any manner causes harm to anyone affiliated with the agency by calling, writing, or any other means, will be prosecuted to the fullest extent of the law, by Pee Wee Patch.



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POLICY: WITHDRAW

POLICY NO.: 12

Two weeks written notice is required when withdrawing a child for any reason. If the proper notice is given, any unused tuition and deposit will be refunded within thirty days of the withdrawal. If the required notice is not given, parents will be charged tuition for two additional weeks.

Parents who wish to change their child's days or times of enrollment at Pee Wee Patch must submit a request to do so two weeks in advance of the proposed change. Schedule changes are subject to a change fee, based on the type of schedule change.

The Director will notify the parents within 3 working days if that schedule change is an available option. A schedule change will not be considered final until a new fee agreement is signed. If the schedule change requires an additional deposit and/or registration fee, the change will also be contingent upon payment of these monies. If the requested schedule is not available, parents may choose to continue with the current schedule until the requested schedule becomes available, or may choose to withdraw their child from the program. The date the request for the Director receives the schedule change will be used to toll the two weeks notice required for withdraw.

POLICY: COURT ORDERS EFFECTING  
ENROLLED CHILDREN

POLICY NO.: 13

In cases where an enrolled child is the subject of a court order (ex... Custody Order, Restraining Order, or Protection from Abuse Order) Pee Wee Patch must be provided with a **Certified Copy** of the most recent order and all amendments thereto. The orders of the court will be strictly followed unless the custodial parent(s) requests a more liberal variation of the order in writing. In the case where both parents are afforded shared/joint custody by order of the court, both parents must sign the request for more liberal interpretation of the order.

**In the absence of a court order on file with Pee Wee Patch administration, both parents shall be afforded equal access to their child as stipulated by law.** Pee Wee Patch cannot, without a court order, limit the access of a one parent by request of the other parent, regardless of the reason. If a situation presents itself, where one parent does not want the other parent to have access to their child, Pee Wee Patch suggests that the parent keep the child with them until a court order is issued.



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If conflicting court orders are presented, the most recently dated court order will be followed.

Once presented with a Protection from Abuse Order or a Restraining Order, Pee Wee Patch is obligated to follow the order for the entire period it is in affect. Employees of Pee Wee Patch can not, at the request of anyone, except the issuing judge, allow a Protection from Abuse Order and/or a Restraining Order to be violated. Pee Wee Patch will report any violations of these orders to the court.

**POLICY: ARRIVAL PROCEDURES**

**POLICY NO.:** 14

Upon arrival at Pee Wee Patch, the parents or the adult dropping the child off must use a personal code to enter the facility. Children are required to be escorted by their parent or the adult dropping them off, to their designated classroom. Children are required by law to be supervised at all times while in the child care facility. Parents are required to help children put away their outerwear and be settled for the day.

Some children exhibit separation anxiety when it is time for their parent to leave. Pee Wee Patch believes it is best for parents and child to develop a consistent routine for parental departure. (An example would be telling the child upon arrival that after all of the child's things are put away, the parent will kiss, hug and say goodbye to the child. This will prepare the child for their departure. ) The employee present in the classroom will comfort and assist the child through the anxious time. It is best to stick with the agreed upon plan even when the child is exhibiting signs of distress. There are one way viewing windows in each classroom for parents to observe their child after departure from the classroom. A parent may also go into the Director's office and view their child on the security cameras. The professional employees of Pee Wee Patch are available to discuss other options if the child does not settle into the arrival routine after a reasonable period of time.

At arrival, parents are required to follow the Medication Policy if a child must receive medication during the course of the day.

Parents are required to notify the child's teacher of any special instructions or needs for the child's day. The parent must present the special instructions in the form of a letter and verbally discuss them with either the classroom teacher. These special instructions include but are not limited to: Early Pick Up, Alternative Pick Up Person, health issues over the previous night which need to be observed



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and/or any general issues of concern which the child care providers should be aware to best meet the needs of your child throughout the day.

#### 14.1 NOTIFICATION OF ABSENCE

Parents are required to inform the center one month in advance, if the family is scheduling that week to use as a vacation week, in which tuition payment is not required.

Parents are asked to contact the center if a child will be arriving late or not attending that day. This will enable the center to more effectively maintain appropriate ratios and help the classroom teacher effectively plan for the day.

If your child is ill, we request that you notify the Director not only of the absence, but also of the nature of the illness. This enables our faculty to keep track of any illnesses, which may occur at our school. This information will only be shared with staff on a "need to know" basis. If your child has a communicable disease, we ask that you share the diagnosis with the Director, so that the parents of the children in the school maybe notified that a communicable disease is present. Once again, only the communicable disease information will be shared. Pee Wee Patch will take all measures necessary to protect your child's confidentiality. Parents are not required to disclose this information by law, and your continued enrollment will not be based whatsoever on your decision to share, (or not) the reason for your child's absence from school.

Parents who know in advance that a child will be late, are asked to notify the center as soon as possible so as to maintain the appropriate number of employees to ensure ratios are met when the child arrives to school.

#### 14.2 AGENCY'S RIGHT TO REFUSE ADMISSION

Pee Wee Patch reserves the right to refuse admission to any child at any time for the following reasons:

1. Staff deems the child too ill to attend.
2. Parent's failure to maintain accurate, up to date records.
3. Parents' failure to complete and return required documentation in a timely fashion.
4. Parent's failure to make timely tuition payments.

POLICY: PICK UP PROCEDURES

POLICY NO.: 15

Parents or other authorized adult are required to sign their child out by using a personal code. Once a parent signs their child out, the parent is then solely



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responsible for supervising their child while on center premises. The parent may not allow a child to wander through the hallways, bathrooms, other classrooms and/or playground. Parents are requested to handle all business issues before signing out their child.

Parents must take home all papers in the child's cubby or school bag each day.

Parents or persons designated to act "in loco parentis" are required to sign any incident/accident reports from the day at pick-up. The classroom teacher will be able to briefly discuss the matter with you or other authorized adult at pick-up. However, should you feel it necessary to have an in depth discussion or meeting, it is most appropriate to schedule the meeting for a later date because the teacher is responsible for supervising the remaining children in the classroom. The parent may also discuss the issue with the Director immediately. A telephone or on site conference may be scheduled at a more appropriate time.

#### 15.1 LATE PICK-UP:

Any parent picking up later than 6:30 pm will be charged a \$2.00 per minute late fee for every minute the child (ren) are in attendance. The late fee will be automatically assessed to parents account based on the electronic sign out time. All measurements of time are to be according to the Pee Wee Patch clock located in front office.

A child's services can be terminated should the child be picked-up late more than 3 times in one month. It is the parent's responsibility to ensure that someone (either a parent or Emergency/Alternate pick-up person) is available to pick up the child on time.

#### 15.2 PERSONS APPEARING TO BE IMPAIRED BY DRUGS/ALCOHOL AT PICK-UP

The staff of Pee Wee Patch will contact local police and/or the other custodial parent should a parent appear to the staff of Pee Wee Patch to be under the influence of drugs and/or alcohol. The parent's right to immediate access does not permit the center from denying a custodial parent access to their child even if the parent is or appears to be impaired. However, Pee Wee Patch staff will delay the impaired parent as long as possible, while contacting the other parent, the local police and Child Protective Services.

Any other authorized person who attempts to pick-up a child, and appears to the staff of to be under the influence of drugs and/or alcohol will be denied access to the child. The staff of Pee Wee Patch will contact the child's parents, local police and Child Protective Services to notify them of the situation.



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### 15.3 EMERGENCY FORMS

At enrollment, parents will be presented with an Emergency form. Parents are encouraged to include on this form any, and all persons who, in the course of events, may at one time be asked to pick-up their child from Pee Wee Patch. In an emergency situation the child's parents will be called first. If they cannot be reached staff will call the persons listed on this form until someone can be reached.

Should the staff contact a parent, and the parent is unable to pick up the child, it is then the responsibility of the parent to arrange for their child to be picked up by someone on the emergency list.

Parents do not need to be listed on the Emergency Contact Form. The nature of the parental relationship affords the parents (in the absence of a court order indicating otherwise) the right to pick-up their child.

The persons on the Emergency form will be required to provide a photo ID before the center releasing the child. There will be no exceptions to this rule.

All changes and/or additions to the Emergency form must be made in writing and be dated and signed. Only custodial parents have the right to make changes or additions to this form.

Pee Wee Patch reserves the right to refuse/ban any person listed on the Emergency Form for any reason, including but not limited to violations of the policies/procedures contained herein. It is the responsibility of the enrolling parent(s) to inform each person on the Emergency Form of the policies/procedures contained herein.

#### POLICY: TRANSPORTATION

POLICY NO.: 16

Transportation to and from Lake Orion Community Schools will be provided by Lake Orion Community Schools transportation department. They will transport children to/from Pee Wee Patch to/from the following schools:

- Carpenter
- Orion Oaks
- Pine Tree
- Stadium
- Scripps Middle School



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It is the responsibility of the parents to fill out a change in bus stop from and submit it to the school/s their child/ren attend. These forms can be obtained from Pee Wee Patch.

Parents with children participating in our preschool program will be required to provide transportation to and from field trips.

Summer camp field trip transportation services will be contracted through the school district.

**POLICY: SCHOOL CALENDAR**

**POLICY NO.:** 17

Pee Wee Patch will be closed on the following holidays: New Year's Day, Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving, and Christmas. If the holiday falls on the weekend, the program will close in accordance with local observances.

The center will close at noon on Christmas Eve.  
The center will close at 3 pm on New Year's Eve.

The center will close at noon on two days per calendar year for professional development and updating of certification for teachers. Parents will receive no less than 3 months prior notice.

**POLICY: EMERGENCY CLOSING AND INCLEMENT  
WEATHER INFORMATION**

**POLICY NO.:** 18

In the event of an emergency closing, parents will be notified of the closing by T.V., radio station, phone chain, message on Pee Wee Patch voice mail and Pee Wee Patch website.

Should the school need to close in the middle of the day, the school staff will attempt to reach the child's parents first to arrange for pick up. Should the staff be unable to reach the parents, the persons listed on the emergency contact form will be called until pick up arrangements can be made. Staff will notify the parents or emergency contact person at the time of the call, of the pick up location should the children need to be evacuated from the childcare center. Parents or emergency contact persons should report directly to the alternate location if one is indicated.



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Should the center need to close for any reason, tuition will not be refunded or reduced for closures of less than 3 school days. If the closure extends beyond 3 school days, parents will have their tuition credited to their account.

POLICY: CURRICULUM INFORMATION

POLICY NO.: 19

### 19.1 SAMPLES DAILY SCHEDULE OF ACTIVITIES

**Infant Program:** Individual schedule to meet child's needs and will be determined by parents.

**Toddler Program:**

600-900	Arrival/Breakfast/ Choice Activities
900-915	Circle Time/Greeting/ Introduction Areas
915-1045	Center Time Blocks/Construction Dramatic Play/House Area Library/Literacy/Language Art Sensory Table Math/Manipulatives Gross Motor
1000-1015	Diaper Change
1015-1030	Snack
1045-1100	Clean Up
1100-1130	Outside
1130-1215	Lunch
1215-1230	Diaper Change
1230-230	Nap/Quiet Time
230-245	Diaper Change
245-315	Snack
315-400	Outside
400-530	Center Time
445-500	Diaper Change
530-630	Prepare to go home



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**Preschool Programs:**

*Full Day/Year Round Preschool*

600-900	Arrival/Breakfast/Activities
900-915	Whole Group Time/Calendar/Story
915-1030	Center Time: Science
	Blocks
	House Area
	Listening Area
	Library
	Art
	Math/Manipulatives
	Sensory Table
1030-1040	Clean up
1040-1100	Snack/Quiet books
1100-1150	Outside
1150-1200	Wash hands for lunch
1200-1230	Lunch
1230-100	Story/Get ready for nap
100-300	Nap/Quiet rest time
300-320	Snack
320-400	Outside
400-500	Centers
500-510	Clean up
510-630	Table toys

*Traditional Half-Day Preschool*

900-920	Attendance/Calendar/Story
920-1030	Center Time: Science
	Blocks
	House Area
	Listening Area
	Library
	Art
	Math/Manipulatives
	Sensory Table
1030-1040	Clean Up
1040-1100	Snack/Quiet Books
1100-1135	Outside
1135-1150	Music/Movement/Recall
1150-1200	Get ready for dismissal
1200	Dismissal

*Full Day Preschool*

900-920	Attendance/Calendar/Story
920-1030	Center Time: Science
	Blocks
	House Area
	Listening Area
	Library
	Art
	Math/Manipulatives
	Sensory Table
1030-1040	Clean up
1040-1100	Snack/Quiet books
1100-1150	Outside/Music/Movement
1150-1200	Get ready for lunch
1200-1230	Lunch
1230-1245	Story
1245-130	Quiet Activities
130-230	Centers
230-240	Clean Up
240-300	Snack
300-330	Outside
330-345	Recall
345-400	Get ready to go home
400	Dismissal



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**Young Fives/Kindergarten:**

900-920	Attendance/Calendar
915-935	Shared Reading Activity
935-1045	Literacy Centers
1045-1050	Clean Up
1050-1105	Snack/Quiet Books
1105-1135	Outside
1135-1145	Clean up for lunch
1145-1245	Lunch/Free time
1245-100	Story
100-120	Interactive Writing
120-140	Journals
140-300	Centers
300-340	Recess
340-350	Recall/Story
350-400	Get ready for dismissal
400	Dismissed

**School Age:**

600-900	Arrival/Breakfast/Choice Activities
900-915	Morning Planning Meeting
915-1045	Choice Time
	Project Area
	Drama Area
	Reading Corner
	Creative Art
	Computer Area
	Games
	Quiet Place
1015-1030	Snack
1045-1145	Outside
1145-1215	Group Planning
1215-1245	Lunch
1245-115	Quiet Activity/Reading/Relaxation time
115-345	Continuation of morning plan for choice time
315-345	Snack
345-445	Outside
445-500	Clean Up days activities
500-630	5 o'clock box
530	Light snack

**19.2 STAFF TO CHILD RATIOS**

The **Maximum** number of children per teacher and classroom size:

- Infants- 1 adult: 4 children/8 infants per room
- Toddler- 1 adult: 4 children/12 toddlers per room
- Preschool (2 ½ -3 ½)- 1 adult: 8 children/16 children per room



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Preschool (4-5)- 1 adult: 10 children/20 children per room

Young Fives- 1 adult: 12 children/24 children per room

Kindergarten- 1 adult: 12 children/24 children per room

School age- 1 adult: 20 children/20 children per room

These numbers **do not** include volunteers, Coop students or interns.

### 19.3 EDUCATIONAL/PERSONAL CARE SUPPLIES NEEDED

Pee Wee Patch will supply all educational materials for the classroom. We welcome and encourage donations such as: recycled paper, outdated envelopes, magazines, newspaper, any educational or art items the children can use for creative arts. Through our newsletter communications, teachers will often request donated items to facilitate the curriculum.

Pee Wee Patch provides diapers, wipes, baby food and baby cereal.

### 19.4 BIRTHDAY/HOLIDAY CELEBRATIONS

Pee Wee Patch enjoys the celebration of the birthday of any of our extended family members including children, faculty and parents. If you would like to bring in a special snack or celebration, please discuss it in advance with your child's teacher. This allows the teacher the opportunity to adapt the schedule to accommodate the celebration.

### 19.5 PARENT/TEACHER COMMUNICATION

Pee Wee Patch believes that the relationship between the teacher and parent is one of the single greatest predictors of the quality of care and education a child receives. Therefore, Pee Wee Patch offers the follow services to facilitate communication:

- There is a telephone located in every classroom.
- Every classroom is equipped with a computer and Internet access.
- Each classroom has its own email address.
- All children who participate in a full day program will have a daily activity sheet.

Children under 2 ½ will have an individual activity sheet documenting eating, sleeping, diaper changes, activities, milestones and any other pertinent information.

Preschool and school age children will have a classroom "daily scoop" documenting the activities and learning that transpired that day.

- Each classroom will have a biweekly newsletter that includes information about current activities and curriculum happening in the classroom.
- The center, as a whole will have a monthly newsletter.



POLICY: DISCIPLINE

POLICY NO.: 20

***State of Michigan licensing regulations states the following regulations regarding discipline:***

1. *Staff shall use developmentally appropriate positive methods of discipline which encourages self-control, self-direction, self-esteem, and cooperation.*
2. *Staff shall be prohibited from using the following as a means of punishment:*
  - a. *Hitting, spanking, shaking, biting, pinching, or inflicting other forms of corporal punishment.*
  - b. *Restricting a child's movement by binding or tying him or her.*
  - c. *Inflicting mental or emotional punishment, such as humiliating, shaming, or threatening a child.*
  - d. *Depriving a child of meals, snacks, rest, or necessary toilet use.*
  - e. *Confining a child in an enclosed area, such as a closet, locked room, box, or similar cubicle.*
3. *Non-severe and developmentally appropriate discipline or restraint may be used when reasonably necessary to prevent a child from harming himself or herself or to prevent a child from harming other persons or property, excluding those forms of punishment prohibited by sub-rule (2) of this rule.*
4. *A center shall have a written policy regarding the discipline of children. This policy shall be furnished to staff and parents.*

**Pee Wee Patch Child Development Center's Discipline policy**

***We at Pee Wee Patch believe that the best form of discipline evolves from having the following components in each classroom:***

1. Consistent, knowledgeable and professional teachers.
2. A clear and positive set of classroom rules developed with participation from the children.
3. A consistent and predictable daily routine/schedule.
4. A well-organized and labeled classroom equipped with an adequate amount of developmentally appropriate materials.
5. The classroom is arranged in a way that facilitates learning.



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6. Developmentally appropriate expectations for children.
7. Positive redirection.
8. Logical and appropriate consequences.
9. Model appropriate behavior.
10. Ignore minor misbehaviors.
11. Stay consistent.
12. Teach children problem solving techniques.
13. Treat children as individuals and respect their needs, desires and feelings.
14. Acknowledge when children are making good choices.
15. Teamwork and communication with parents.

Positive developmentally appropriate discipline will be used when necessary to reinforce appropriate behavior. Staff shall never make a child feel a lack of self-esteem or self-worth.

There is no form of physical punishment that will be deemed acceptable.

***Appropriate forms of discipline that may be used:***

- Discussing with the child what type of behavior is acceptable.
- Review the choices that the child has made.
- Discuss what choices are appropriate.
- Redirect inappropriate behavior.
- Loss of the privilege of participating in activity where inappropriate behavior occurred.
- Group problem solving with teacher and children who are having a conflict.

*Webster defines "Discipline" as: to teach. The goal of the faculty at Pee Wee Patch is to help the children gain self-regulated control of their behavior and choices.*

POLICY: TOYS FROM HOME

POLICY NO.: \_\_\_\_\_ 21 \_\_\_\_\_

Due to the risk of damage, sharing issues and loss, children are not permitted to bring in toys from home, unless specifically requested by the classroom teacher for use as part of the curriculum. This includes items in children's backpacks. Parents are responsible for enforcing this policy with their child. Parents are encouraged to consult the classroom teacher should they find their child is having difficulty with this policy.



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If a toy from home is brought to school, it will be placed in the office. The parent may retrieve the item at pick up time.

Children in classrooms with nap/rest time are permitted to include with their bedding a special item they may normally sleep with. This toy is to be placed with the bedding supplies and use of it will only be allowed at nap/rest time.

All toys brought in for use as part of the curriculum, and/or for nap/rest time will be inspected by Pee Wee Patch staff for safety and appropriateness, and may be prohibited at the sole discretion of Pee Wee Patch.

Children who may reside in dual households often have items that need to be transported to and from these homes. For the safety of the children and their belongings, these items must be labeled and left in the main office.

POLICY: DRESS CODE

POLICY NO.: 22

## 22.1 CHILDREN

### Clothing:

Children are engaged in various activities during the course of the day; some of these activities can be messy, and/or athletic in nature. Additionally, children are engaged in outdoor play daily, weather permitting. Due to these activities, children are required to be dressed in seasonably appropriate, comfortable, clothing.

Coats, hats, gloves, scarves and winter boots must be provided in the winter months. It is not necessary for the children to wear their winter boots to school. Teachers will change the children into their winter boots when they go outdoors.

Children are required to have two seasonably and size appropriate complete change of clothing at the center at all times. A complete change of clothing includes, shirt, pants, underwear, socks and shoes. Teachers will post reminders for parents to update changes of clothing as the weather begins to change.

**All clothing items must be clearly labeled** with the child's first and last name. This includes, coats, hats, gloves, scarves and boots. Pee Wee Patch is not responsible for lost or damaged items of clothing.

### Jewelry/Accessories:

It is not recommended that children wear jewelry of any kind. It is a safety hazard for your child as well as the other children enrolled in the program. In



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In addition, Pee Wee Patch will not be responsible for lost or stolen valuables. It is the parents' responsibility to enforce this policy with their children.

Pee Wee Patch is not responsible for damage to or loss of and articles of clothing.

## 22.2 PARENTS

Parents' will be required to remove their shoes or slip on surgical shoe covers before entering any infant or toddler classroom. This will reduce the risk of injury to a child on the floor, will help to reduce illness and maintain a clean floor. Parents can simply leave their shoes outside the classroom door before entering the classroom.

### POLICY: FIELD TRIPS

POLICY NO.: 23

Pee Wee Patch frequently supplements the in class curriculum with off premise field trips. Parents are required to give written permission for their child to attend each field trip. Notification of a field trip will be sent home in advance of the trip, with all pertinent trip information including, destination, date, time, reason for trip, cost, and mode of transportation. Accompanying the notification paper, teachers will include a permission slip to be filled out, signed, and returned to the teacher before the date of the trip. The field trip permission slip must be filled out completely and accurately, and all trip costs must be paid in advance in order for your child to attend.

If parents wish to attend the trip with their child, they should discuss attending with the classroom teacher.

Pee Wee Patch provides all required supervision for all field trips, but always invites and welcomes parents to attend.

If parents arrange to transport each other's children on a Pee Wee Patch sponsored trip, Pee Wee Patch is not responsible for those children.

If your child is not scheduled to attend on the day of a field trip and you wish for your child to participate in the trip, please discuss this with your child's teacher at least three days before the date of the trip. Your child will be permitted to attend if required ratios can be maintained with his/her addition to the class.

### POLICY: PARENT PARTICIPATION/VOLUNTEERS

POLICY NO.: 24



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***All parents are requested to volunteer at least one hour every other month.***

Parents are invited and encouraged to be involved in their child's school activities. Research indicates that children whose parents participate in their education achieve higher academic levels. There are many different ways in which parents can participate and volunteer at Pee Wee Patch. Parents may volunteer to attend trips, read in the classroom, assist teachers, provide expertise and training to staff, help with beautification projects, community events and/or coordinate special events. Teachers will have posted in their classrooms any volunteer opportunities available.

Any parent who volunteers in the classroom on a regular basis (regular defined by licensing regulations as "someone who has contact with the children at least 4 hours per week for more than two consecutive weeks.") will be required to pay for and secure all criminal background checks, physical and TB tests as required by our licensing regulations. Any person, including parents, with felony convictions, sex offender convictions and/or open investigations into any criminal activities will not be permitted to volunteer in the classroom, or on field trips.

Parents with visitation only (sole/exclusive custody arrangements), will only be permitted to volunteer with the express written permission of the custodial parent.

POLICY: HEALTH AND SAFETY

POLICY NO.: 25

**25.1 PRE-ENROLLMENT REQUIREMENTS**

Each child is required to complete a pre-enrollment packet of information. This packet is to be returned to the center's office before the child's first day of attendance. All children are required to have a complete up to date immunization record on file at Pee Wee Patch. This is per our licensing regulations. If you have chosen not to have your child immunized, please ask the Director for an immunization waiver form. Immunizations may be waived for certain reasons. Please discuss this with the Director to determine whether you have the right to be enrolled and not have your child immunized. Parents are required to have a wavier on file in place of an immunization record, so that the center can maintain compliance with licensing regulations.

All children are required to have a physical examination form filled out by a licensed medical professional, in order to attend Pee Wee Patch. The Physical Examination Form, indicating the child's fitness to attend Pee Wee Patch, must be completed by a licensed healthcare professional and returned to the



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Director within the first 30 days of enrollment. The physical is valid for one year. A new form must be completed annually.

## 25.2 CHILDREN WITH SEVERE ALLERGIES

For the safety of your child, parents are required to provide a signed copy of the "Authorization For Emergency Care for Children with Severe Allergies" form, detailing any allergies, food or otherwise, from which their child suffers, at the time of enrollment or when the allergy is discovered. This form must be completely filled out by the child's physician and parent(s) or legal guardian(s), and must be updated every six months, or more frequently, as needed. In addition to this form, parents must provide a copy of any additional physician's orders and procedural guidelines relating to the prevention and treatment of the child's allergy. This form can be obtained by request from the Director.

Parents must also execute a "Release and Waiver of Liability for Administering Emergency Treatment to Children with Severe Allergies" form. This form releases Pee Wee Patch from liability for administering treatment to children with severe allergies and taking other necessary actions set forth in the "Authorization for Emergency Care for Children with Severe Allergies" form, provided Pee Wee Patch exercises reasonable care in taking such actions.

Any medication required to treat an allergic reaction must be provided in accordance with the Medication Policy detailed herein.

## 25.3 COMMUNICABLE DISEASES

Pee Wee Patch follows all health/communicable disease policies as outlined in the American Academy of Pediatrics Model Health Policies and Procedures Manual. A copy of this manual is on file with the Director and is available upon request for review. Additionally, copies can be purchased, for a nominal fee, from the National Association for the Education of the Young Child (NAEYC).

Parents are required to pick up an ill child within 45 minutes of notification by phone. If a parent is reached, but cannot pick their child up within 45 minutes, it becomes the parent's responsibility to arrange for alternate pick up with someone listed on the child's emergency contact form. The staff will not continue to call those listed on the emergency contact list once a parent is reached. If a parent cannot be reached, the staff will begin to call the people listed on the emergency contact form, until arrangements can be made for the child to be picked up.

Children will be excluded from participation in the program if they exhibit symptoms of any communicable disease. They will not be permitted to return to



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the program until they are no longer contagious. Guidelines for determining the contagious period for a specific illness are based on the recommendations by the American Academy of Pediatrics. Children can be required to present a doctor's note stating they are no longer contagious and can return to the program. Pee Wee Patch reserves the right to refuse to allow a child to return if the Director or designee believes the child to be too ill to participate in the program.

Children excluded from the program due to a fever may not return to the program until they are fever free, without fever reducing medication, for 24 hours. If your child is sent home due to a fever, he/she is not permitted to return to the program the following day at a minimum. A fever is defined as a temperature reading on a thermometer of at least 101 degrees Fahrenheit or more as taken under the arm.

Children are required to be excluded from the program for loose bowels or diarrhea that occur 3 or more times in a 24 hours period of time. Children may return to the program when normal bowel movements resume.

If your child will be absent due to illness, we request that you notify the Director. This enables our faculty to keep track of any illnesses, which may occur at our school. This information will only be shared with faculty on a "need to know" basis. If your child has a communicable disease, we ask that you share the diagnosis with the Director, so that the parents of the children in the school maybe notified that a communicable disease is present. Once again, only the communicable disease information will be shared. Pee Wee Patch will take all measures necessary to protect your child's confidentiality. You are not required to disclose this information by law, and your continued enrollment will not be based whatsoever on your decision to share, (or not) the reason for your child's absence from school.

#### 25.4 BITING

Pee Wee Patch recognizes that biting is a developmentally appropriate behavior for children in the infant through 2 ½ year old classrooms. Parents with children in these classrooms should expect that their children may be bit, or will bite another child. The staff understands that parents are concerned and can be upset when their child is involved in a biting incident. We ask that you remember this is a developmentally appropriate behavior, and that the staff is working to identify situations that, provoke, or elicit this behavior so it can be prevented in the future. The staff will not punish, or harshly discipline children for biting behavior; they will encourage the child who has bitten to help care for the child who has been bit, they will redirect the children to different activities in



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separate areas of the classroom. Parents are expected to work with staff to identify methods and strategies to curb this behavior.

Children older than 3 years of age may occasionally be involved in a biting incident. For children in this age group who bite, the staff will use the discipline procedures outlined in the discipline section of this handbook, as well as observe the child to determine what provokes or elicits this inappropriate behavior. Parents are expected to cooperate with staff to help their child control this behavior.

Parents will be notified by incident/accident report that a biting incident occurred during the course of the day. The staff may not discuss with either parent the identity of the other child involved in the incident. This information is considered confidential and cannot be disclosed. The staff of Pee Wee Patch cannot discuss the medical history of any child involved in a biting incident with the other party. It is recommended that any child involved in a biting incident be seen by their family physician if the parents are concerned about communicable diseases possibly resulting from the biting incident.

#### 25.5 DISPENSING MEDICATION

Pee Wee Patch will only dispense over-the-counter and/or prescription medication that is in original, labeled containers. Over-the-counter medication must be accompanied by a doctor's note with explicit dosage and administration instructions. Pee Wee Patch will only give medication to the child for whom the doctor's note is written and for whom the medication container is labeled. One doctor's note per course of treatment is required.

Parents are required to complete a Medication Form weekly for the medication that is to be dispensed. Medication Forms can be found in each classroom. Medication Forms, doctor's notes and medication are to be turned into the office.

Pee Wee Patch will dispense over-the-counter, fever reducing/pain medication (ex. Children's Tylenol, Children's Motrin) on an as needed basis, with a doctor's note detailing the recommended reasons for administration and appropriate dosage. Parents are required to supply an unopened bottle of the fever reducing/pain medication clearly labeled with their child's name. (One note and bottle of fever reducing/pain medication is required per child.) Before administering fever reducing/pain medication, staff will contact a parent or person listed on emergency contact form, if a parent cannot be reached, to inform them of our need to administer the medication. Staff will also inform the parent or emergency contact person if it is necessary for the child to be picked



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up due to illness. Refer to the policy listed above regarding picking up ill children.

Parents are responsible for ensuring that all prescription medication is properly labeled by a pharmacist and replaced before the expiration date. Pee Wee Patch will store all medication in a locked cabinet. Medication that requires refrigeration will be kept in a locked container in the refrigerator of the kitchen. One trained team member will administer medication once a day at lunchtime.

Parents are encouraged to request the pharmacist provide to prescription labeled bottles when filling the prescription. For the convenience of the parent, this allows one bottle to stay at home and one to stay at the center.

#### 25.6 FIRE/EMERGENCY DRILLS

Pee Wee Patch conducts monthly fire and emergency/evacuation drills. Parents, staff and children will not be made aware of drill dates or times, as this is the most effective way to assess the effectiveness of fire and emergency/evacuation plans.

During a fire/emergency drill or real fire/emergency situation, parents may not sign children into or out of the program. Parents must wait until the drill is complete and children have returned to the building to sign their child into the program. Parents may feel free to wait with the child's class in the designated safe-zone outside of the building until the drill is complete.

In the event of a real fire/emergency situation, the Director or designate will inform each classroom teacher that the school will be closing. At this time, any parents waiting to sign their child in will have to leave the premises with their child. All other parents or emergency contact persons will be notified by telephone of the situation.

Parents wishing to sign their child out of the program during a fire/emergency drill or real fire/emergency situation are expected to have patience with the staff as they are trying to maintain order during an often hectic and dangerous situation. If the center is in the midst of a fire/emergency drill, parents will be required to wait until the drill is completed and the staff and children are returned to the building to sign their child out of the program. If the center is having a real fire/emergency situation, parents will be asked to wait until the Director or designee has accounted for all staff and children and gives the staff permission to release children. Once again, it is important for parents and staff



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to work together, remain calm, and cooperate with the fire/emergency personnel and center administration during these important and critical situations.

#### 25.7 ALTERNATE SAFE LOCATION

Should the administration of Pee Wee Patch or any emergency services personnel determine the building which houses the child care agency to be dangerous to be occupied, the staff and children will be taken to King of Kings Church. Once the children are assembled here, the staff will begin contacting parents or emergency contact persons for pick up, as stated before.

#### 25.8 INCIDENT/ACCIDENT REPORTS

Should your child be involved in an incident/accident during the course of the school day, a staff member will complete an Incident/Accident Report. The Incident/Accident Report will be placed family's mailbox.

Parents or persons designated to act "in loco parentis" are required to sign any incident/accident reports from the day at pick-up. The classroom teacher will be able to briefly discuss the matter with you at pick-up. However, should you feel it necessary to have an in depth discussion or meeting, it is most appropriate to schedule the meeting for a later date because the teacher is responsible for supervising the remaining children in the classroom. The parent may meet with the Director immediately. The parent may also schedule a telephone or face-to-face meeting at a more convenient time.

Should a person other than the parent or one designated to act "in loco parentis" pick-up the child, a parent or person designated to act "in loco parentis" must sign the Incident/Accident Report and return a copy to the Director within 24 hours.

#### 25.9 FOODS

Pee Wee Patch is responsible for providing baby food, breakfast, am snack, lunch, and a pm snack. There are many variations to the food menus and schedules.

Food may not be brought in from home.

Weekly menus will be posted on the parent communication boards.

For the safety of your child, parents are required to provide notification, in the form of a doctor's note, of any allergies (food or otherwise), with instruction for



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treatment should a child have an allergic reaction. Please refer to the Health and Safety Policies contained herein for further information.

Parents are required to provide written notification of any food/dietary restrictions. (I.e. lactose intolerance, vegetarian diets, wheat free/gluten free diets)

Pee Wee Patch never uses food as a punishment. Children will never be denied participation in lunch or snack time for behavior reasons.

### **Infants/Toddlers:**

Children enrolled in the infant through 2 ½ year old classrooms must have all formula/breast milk bottles prepared and labeled each day the child is in attendance. Be sure to prepare one more bottle than you think your child will consume in a day to assure that your child won't run out. Prepared bottles must be stored in the designated refrigerator and will be warmed in a crock-pot of warm water before feeding. No bottles will be microwaved. All bottles must be taken home by the parents each night to be washed.

Children will not be fed directly from baby food jars, nor will the staff use previously opened baby food. Staff will mix baby cereal just before feedings. All unused food remaining after a feeding will be discarded.

Parents are required to complete a feeding schedule for their child as the child's feeding requirements change. Staff will complete a daily chart for each child detailing for the parent what the child ate, when, and how much.

Breastfeeding mothers are welcome and encouraged to come to the center during the day to feed their child. Appropriate, private feeding locations will be made available. Please discuss your desire to come to the center to breastfeed your child with the classroom teacher.

### **Toddler and older classrooms:**

Pee Wee Patch offers children breakfast at approximately 7:00-8:00 am, a morning snack at approximately 10:30 a.m., a half-hour lunch at approximately 12:00 noon and an afternoon snack at approximately 3:30 p.m.

All meals are family style, with the children sitting at tables, to promote good manners, eating habits and socialization skills. Staff will encourage children to try a "no thank you bite" of each item served. The concept is that out of respect for the person who prepared the meal we will try one bite even though we believe we may not like it. Research indicates that it takes at least 10 exposures



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to a new food for a child to acquire a taste for that particular food. Pee Wee Patch strives to model and encourage healthy eating habits. Teachers are encouraged to eat with their students.

#### 25.10 FIREARMS AND WEAPONS

At no time is any person permitted to carry any type of Firearm, Ammunitions and/or Weapon on agency property for any reason. Violation of this policy will result in immediate dismissal from the program.

POLICY: STAFF EMPLOYMENT BY CLIENT'S POLICY POLICY NO.: 26

Pee Wee patch understands and supports maintaining a happy and balanced family. A vital component of this is parents taking care of their own needs. This often includes the need for someone to care for your child outside of your working hours. On occasion, Pee Wee Patch will offer parents evenings out. On these evenings, we will provide care from 7pm-11pm. These evenings will be posted one month in advance and space will be limited on a first come first serve basis.

We understand that arrangements may be made by parents for staff to provide after hour care outside of Pee Wee Patch. Pee Wee Patch is cannot be held responsible for the conduct or services provided by the individual providing services.

POLICY: AGENCY CONTACT INFORMATION POLICY NO.: 27

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Director: Rhonda Meyers  
Email: RhondaM@peeweepatch.com  
www.peeweepatch.com



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## **FORMS**

Signature Page(s) (One for each Custodial Parent and/or Legal Guardian)	A
Authorization for Emergency Care of Children with Severe Allergies	B
Release and Waiver of Liability for Administering Emergency Care to Children with Severe Allergies	C



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FORM A

**Parent Handbook confirmation of receipt**

I/We, the parent(s)/legal guardian(s) of, acknowledge that I/We have received a copy of Pee Wee Patch Child Development Center's Parent Handbook and have been given the opportunity to read the manual and ask questions about and understand the policies contained therein. Furthermore, I/We agree to abide by the policies set forth in the manual.

I/We understand that the policies described in the Parent Handbook are not conditions of enrollment, and the language does not create a contract between Pee Wee Patch Child Development Center and the parents. Pee Wee Patch Child Development Center reserves the right to alter, amend or otherwise modify these guidelines, in its sole discretion, without prior notice.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_



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FORM B

**AUTHORIZATION FOR EMERGENCY CARE OF  
CHILDREN WITH SEVERE ALLERGIES**

Date:

Dear Health Care Provider,

Your patient \_\_\_\_\_ is enrolled in Pee Wee Patch Child Development Center and we have been requested to provide certain emergency care for the prevention of anaphylaxis in the event the child comes into contact with a certain allergen(s), as described below. Please complete Part 1 of this instruction record. This record will remain in the child's file at Pee Wee Patch Child Development Center so we may assist with the allergy care and needs of the child. If you need to provide further instructions or clarifications, please do so on a separate sheet of paper, which will become a part of this record and will be kept with this form in the child's file at Pee Wee Patch Child Development Center.

**PART I (to be completed by a Licensed Health Care Provider)**

Child's Name: \_\_\_\_\_ Child's Birth Date: \_\_\_\_\_

**Known Allergens:** (Please provide a complete list of all events and/or substances that may trigger a severe allergic reaction (i.e. Anaphylactic shock) in the child.)

\_\_\_\_\_ Bee Sting

\_\_\_\_\_ Other Insect Bite(s): (identify): \_\_\_\_\_

\_\_\_\_\_ Animal(s): (identify): \_\_\_\_\_

\_\_\_\_\_ Food Allergy: (identify all foods or groups of foods that must be avoided):  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Other: (identify): \_\_\_\_\_



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**SYMPTOMS:** (Please provide a complete list of all symptoms that indicate the child has come into contact with an allergen and requires emergency treatment.)

\_\_\_\_\_ Shortness of Breath

\_\_\_\_\_ Swelling of the Face or Lips

\_\_\_\_\_ Hives

\_\_\_\_\_ Vomiting

\_\_\_\_\_ Diarrhea

\_\_\_\_\_ Other: (explain): \_\_\_\_\_

**PROCEDURES:** (Please indicate all steps necessary and the order in which they should be taken.)

\_\_\_\_\_ Administer the following Medication: (provide name, dosage, and method of Administration): \_\_\_\_\_

\_\_\_\_\_ Administer EPI-PEN: (provide instructions for administration)

\_\_\_\_\_ Call Emergency Medical Services (911)

\_\_\_\_\_ Call the child's parent or guardian

\_\_\_\_\_ Other (explain): \_\_\_\_\_

\_\_\_\_\_ DO NOT administer medication in the absence of KNOWN exposure to allergen

**RECREATIONAL ACTIVITIES:**

1. The child may participate in recreational activities.  Yes  no

2. Recreational Activity Restrictions:  none  some restrictions  
(explain recreational activity restrictions): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_



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**HEALTH CARE PROVIDER INFORMATION:**

Office: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PART II: (to be completed by the child's Parent(s) and/or Legal Guardian)**

By signing this form, I/We authorize Pee Wee Patch Child Development Center to follow the instructions contained in this Authorization For Emergency Care of Children with Severe Allergies Form. I/We agree to update this form every six (6) months, or sooner if my/our child's needs change.

**PARENT (S)/LEGAL GUARDIAN (S):**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

Emergency Contact #: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

Emergency Contact #: \_\_\_\_\_



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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

This completed Authorization for Emergency Care for Children with Severe Allergies Form was received by Pee Wee Patch Child Development Center on (date).

This Form must be updated by (date).

Received By: (Print Name) \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_



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FORM C

**RELEASE AND WAIVER OF LIABILITY FOR ADMINISTERING  
EMERGENCY CARE TO CHILDREN WITH SEVERE ALLERGIES**

This is a RELEASE AND WAIVER OF LIABILITY FOR ADMINISTERING EMERGENCY TREATMENT TO CHILDREN WITH SEVERE ALLERGIES (hereinafter, referred to as the "Release")

Made this \_\_\_\_\_ day of, 200\_, by and between Pee Wee Patch Child Development Center and \_\_\_\_\_ (Parent(s)/Legal Guardians) who are the Parent(s) and/or Legal Guardian(s) of \_\_\_\_\_ (child's name).

WHEREAS, Pee Wee Patch Child Development Center provides child care services and the Parent(s)/Legal Guardian(s) have engaged Pee Wee Patch Child Development Center to provide child care services for (child's name);

WHEREAS, Pee Wee Patch Child Development Center has been requested by the Parent(s)/Legal Guardian(s) to administer emergency treatment (including the administration of epinephrine) to the child during certain emergency situations when the child has come in contact with an allergen and is in danger of anaphylaxis, as prescribed in writing on the child's "Authorization for Emergency Care of Children with Severe Allergies Form" all in accordance with and subject to Pee Wee Patch Child Development Center's policy for administering emergency treatment to children with severe allergies.

NOW THEREFORE, in consideration of the agreements and covenants contained herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto hereby agree as follows:

1. Parent(s)/Legal Guardian(s) hereby release and forever discharge Pee Wee Patch Child Development Center and its employees or agents from any liability arising in law or equity as a result of Pee Wee Patch Child Development Center's employees or agents administering epinephrine and providing other emergency care in conformance with the child's "Authorization for Emergency Care of Children with Severe Allergies Form" (hereinafter referred to as the "Authorization"), provided that Pee Wee Patch Child Development Center has used



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- reasonable care in administering epinephrine and in providing other authorized care in accordance with the Authorization.
2. This Release shall be governed by the laws of the State of Michigan which is the location of the Pee Wee Patch Child Development Center facility in which the child is enrolled, excluding its choice of law Provisions.
  3. This Release supersedes and replaces all prior negotiations and all agreements proposed or otherwise, whether written or oral, concerning all subject matters covered herein. This instrument, along with the Authorization (including any additional health care provider's instructions or clarifications), that is hereby incorporated by reference, constitutes the entire agreement among the parties with respect to the subject matters discussed herein.
  4. The reference in this Release to the term Pee Wee Patch Child Development Center shall include Pee Wee Patch Child Development Center its affiliates, successors, directors, officers, employees and representatives. The terms Parent(s)/Legal Guardian(s) shall include the dependents, heirs, executors, administrators, assigns, and successors or each.
  5. If one or more of the provisions of this Release shall for any reason be held invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect or impair any other provision of the Release. This Release shall be construed as if such invalid, illegal or unenforceable provisions had not been contained herein.

PEE WEE PATCH CHILD DEVELOPMENT CENTER:

Center Address: \_\_\_\_\_

\_\_\_\_\_

Name: (print) \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

PARENT (S)/LEGAL GUARDIAN (S):

Name: (print) \_\_\_\_\_



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Signature: \_\_\_\_\_

Relationship: \_\_\_\_\_

Date: \_\_\_\_\_

Name: (print) \_\_\_\_\_

Signature: \_\_\_\_\_

Relationship: \_\_\_\_\_

Date: \_\_\_\_\_