



### **Welcome:**

Welcome to the Shanty Creek Children's Center. We are happy to have your child with us and look forward to creating memories that will last a lifetime. Our Center serves children ages 2 months through 5 years old.

Activities in our Children's Center are designed to be flexible enough to meet each child's developmental needs. Activities will be selected based on the needs and interests of the children; stressing fun, safety, and the importance of peer interaction. Children may work in a variety of hands-on, self-directed activities including: arts and crafts, games, free play, music, and rest time if needed. Children in the Center will have daily opportunities for active, quiet, indoor, outdoor play, physical, social, emotional, and intellectual development.

### **Days and Hours of Operation:**

The Children's Center is open seven days per week from 9:00 am until 5:00 PM. Reservations are required by 4:00pm on the day prior to needing care, in order to ensure availability and proper staffing. Late reservations and drop-ins will be accepted as space allows, however the Children's Center will not be open if we do not have reservations. The Children's Center will close at 4:00pm on Christmas Eve and New Year's Eve, and will be open from 12:00pm until 5:00pm on Christmas Day and New Year's Day.

### **Center Rates:**

\$48 for a full day, over four hours

\$10 per hour

\$7 for lunch

Payment is expected at the end of each day.

Parents are required to pick up and drop off their children each day from the Children's Center.

### **Health Regulations:**

We are unable to provide care for your child if he/she is ill. If your child should become ill while in our care, a parent or guardian will be notified. To protect themselves and others, children should not attend if they have any of the following symptoms:

- \*Sore throat
- \*Temperature
- \*Nausea or vomiting
- \*Diarrhea
- \*Lice
- \*Skin Rash
- \*Overly Tired

Parents are encouraged to handle the dispensing of medication for their child. If that is not possible, medication must be brought to the center in its original container with instructions printed on the label. Parents are required to fill out a medication permission form.

Not later than the first day following initial attendance, the parent shall provide a certificate of immunization showing a minimum of at least 1 dose of each immunizing agent specified by the Department of Community Health.



Within 30 days of initial attendance parents shall provide a document signed by a licensed physician stating that a physical examination has been completed in the preceding 3 months for children under 2 ½ years and within the preceding year for children over 2 ½ years.

### **Parent Contact:**

We will contact you if your child is having a difficult time adjusting, is not feeling well, has a temperature, or has had a significant accident. We will make every effort to contact you by calling the number you have provided for us. It is important that we know how to contact you at all times. We ask that parents of infants or children who have trouble adjusting to the Center, call to check on their child 1 hour after dropping off their child.

### **Behavior/Discipline Policy:**

When needed, staff will use developmentally appropriate, positive methods of discipline, which encourage self-control, self-esteem, and cooperation. In the case of unacceptable behavior, the staff will help the child understand the situation and restate the limits. If the behavior continues, the child will be removed from the situation. Parents/Guardians will be contacted and the child will not be allowed to stay in the program if behavior continues to be a problem. If we feel that a child is not adjusting to the program, we will advise you and suggest other options.

### **Meals and Snacks:**

Parents/Guardians are required to provide all formula, baby food or other special food items. Bottles must be labeled with your child's name and the date. Bottles need to be fully prepared with covers for a single feeding. Formula can be stored no longer than 24 hours and other foods can be stored for up to 36 hours in airtight containers. Bottles and nipples can be used for a single feeding only. Parents/Guardians wishing to order lunch for their child can do so for a separate fee. Lunch orders will be placed through a resort restaurant. A nutritious morning and afternoon snack with juice will be provided.

### **What to Bring to the Children's Center:**

- Infant formula
- Baby food
- Feeding Utensils
- Disposable Diapers
- Wipes
- Change of clothes
- Outdoor clothing
- Sunscreen (summer months)

All items should be labeled with your child's name.

### **Daily Schedule**

- 9:00 – 10:00 Arrival/Free Play Activities
- 10:00 – 11:00 Crafts, Large Group Games, Music Activities
- 11:00 – 11:45 Outside Play
- 11:45 – 12:15 Lunch
- 12:15 – 1:45 Group Story Time, Rest Time
- 1:45 – 2:45 Free Play/Crafts
- 2:45 – 3:00 Snack
- 3:00 – 4:00 Outside Play
- 4:00 – 5:00 Free Play

We will be taking the children outside everyday if it is not raining or below 20 degrees F.



## Child Placement Contract

The Shanty Creek Children's Center, as a licensed child care facility will provide the following provisions of the Michigan Administrative Code as required by R 400.5105b

R 400.5106 Program

Rule 106. (1) A developmentally appropriate program should be implemented which shall include all of the following areas:

- (a) Physical development, including large and small muscle
- (b) Social development including communication skills
- (c) Emotional development including positive self-concept
- (d) Intellectual development
- (2) The following activities shall be provided daily:
  - (a) Quiet and active
  - (b) Individual, small groups, and large groups
  - (c) Large and small muscle
  - (d) Child initiated and staff initiated
  - (e) Not less than 30 minutes of developmentally appropriate emergent literacy activities
- (3) A daily guide relating to the program and each age group shall be prepared for the week and posted in a conspicuous place or otherwise be made available to parents.
- (4) A center shall permit parents to visit the program for the purpose of observing their children at all times
- (5) A center operating with children in attendance for 5 or more continuous hours per day shall provide for daily outdoor play, unless prevented by inclement weather conditions.
- (6) A center shall provide each child under school age in attendance for 5 or more continuous hours a day an opportunity to rest.
- (7) A center shall provide children less than 3 years of age with an opportunity to rest regardless of the number of hours in care.
- (8) A center shall permit children under 12 months of age to eat and sleep on demand.

**Note: Shanty Creek Children's Center requires parents to provide infant foods/formulas.**

R400.5205 Formula; milk; foods

Rule 205. (1) The requirements of R400.5110 apply to infant formula and feeding in addition to the requirement of subrules (2) (11) and (13) of this rule.

- (2) When a center provides formula for a child who is on infant formula, commercially prepared, prebottled, ready-to-feed formula shall be provided. A center shall keep a list of formulas it offers and the number of calories per ounce that each formula provides.
- (3) A formula shall be iron-fortified for a child who is less than 6 months of age, unless otherwise recommended by the parent or a licensed physician for the individual child. Iron-fortified cereal, if not already provided the child by 6 months of age, shall be provided when the iron-fortified formula is discontinued, unless otherwise recommended by the parent or a licensed physician for the individual child.
- (4) Formula left in a bottle at the end of a feeding shall be discarded.
- (5) Special formula required for an individual child shall be provided by the center in commercially prepared, pre-bottled, ready-to-feed units, unless provided by the parent as specified in subrule (12) of this rule.
- (6) When formula is discontinued, all of the following provisions shall apply:
  - (a) A center shall provide and use homogenized vitamin D-fortified cow's milk, unless otherwise directed by the parent or a licensed physician.
  - (b) Milk shall be poured into clean cups or bottles having sanitized nipples. Excess milk left in a bottle or cup shall be discarded.
  - (c) Nipples shall be thoroughly cleaned and sanitized after each feeding and before being used again. This sterilization shall be by boiling the nipples for not less than 5 minutes.
- (7) This rule does not preclude a mother from visiting the center in order to breastfeed her child or from sending to the center expressed milk for the child.
- (8) A child too young to sit in a highchair or at a feeding table shall be held in a semi-sitting position or placed in an infant seat while being fed.
- (9) A child who is unable to hold his or her bottle shall be held when a bottle is being given.
- (10) Solid foods shall be introduced to the individual child according to the parent's or licensed physician's instructions.
- (11) Commercial baby food containers that are opened, and foods prepared in the center which are stored shall be covered, dated, and labeled as to the contents and refrigerated. The contents shall be used or discarded within a 36-hour period. A child shall not be fed directly from baby food containers if the contents are to be fed to the child at more than one sitting or more than one child.
- (12) When a parent chooses to provide formula or food in accordance with R400.5110(1)(b), the center shall assure that the food, formula, bottles, nipples, and containers comply with all of the following provisions:



- (a) Formula shall be prepared at the child's home and placed in an assembled bottle unit before being brought to the center.
- (b) Formula, milk, and perishable foods needing refrigeration shall be refrigerated. Formula shall not be stored longer than 24 hours after opening. Foods shall be covered and labeled as to the contents, date of opening, and the specific child for whom its use is intended. Foods other than formula shall be discarded after a 36-hour period after opening.
- (c) Each bottle and nipple supplied by a parent shall be used for a single feeding only and then returned to the parent.
- (d) Formula and milk left in a bottle at the end of a feeding shall be discarded.
- (13) An exception to subrules (2) and (3) of this rule may be made when a center which provides formula is located in an area when commercially prepared, prebottled, ready-to-feed formula is not available for center use and the center is in compliance with all of the following provisions:
  - (a) All formula shall be commercially prepared, ready-to-feed formula.
  - (b) All formula shall be poured directly from the open can of formula into clean bottles with disposable liners.
  - (c) All nipples shall comply with either of the following provisions
    - (i) Be disposable nipples, each of which shall be for a single use only by an individual child and shall be discarded after use.
    - (ii) Be reusable nipples, each of which is cleaned after each single use with hot detergent water and rinsed thoroughly. Each reusable nipple shall then be sterilized by boiling fully for not less than 5 minutes.
  - (d) Each liner shall be for a single use only by an individual child and shall be discarded after use along with remaining formula.
  - (e) All liners, nipples, formula, and other equipment used in bottle preparation shall be prepared, handled, and stored in a sanitary and sterile manner as required to safeguard children.
  - (f) All prepared bottles and opened cans of formula shall be refrigerated until used by the child.
  - (g) All open formula which has not been used within the manufacturer's stated use time after opening shall be discarded. All bottles filled with formula and all opened cans of formula shall be dated to show the date and time of the opening of the commercially prepared formula and the manufacturer's stated use time of the formula. An individual formula for and individual child shall also be labeled identifying the individual child whom its use is intended.

R 400.5209 Diapering; toilet training plan

Rule 209. (1) Diapers shall be disposable or from a commercial diaper service. If a child's health condition necessitates that disposable diapers or diapers from a commercial diaper service cannot be used, then an alternative arrangement may be made according to the parent's or licensed physician's instructions.

- (2) Diapering shall be done in the child's own crib or a designated diapering area.
- (3) A center shall maintain a diapering area, and all supplies and equipment shall be maintained in a safe and sanitary manner.
- (4) The caregiver shall thoroughly wash his or her hands after each diapering and after cleaning up bodily fluids, using soap and running water.
- (5) A washcloth or towel used in diapering shall not be used subsequently on another part of the body or for any other purpose until it is laundered.
- (6) Toilet training shall be planned cooperatively between the child's primary caregiver and the parent so that the toilet routine established is consistent between the center and the child's home, and at a minimum shall include washing the child's hands after toilet use. The center shall empty and sanitize all training devices immediately after each use.
- (7) The caregiver shall change diapers when soiled or wet.

**Shanty Creek Children's Center Staff/Volunteer Screening Policy**

\*Prior to having contact with children in the child care center, staff shall provide documentation from the Family Independence Agency that he or she has not been placed on the central registry for substantiated abuse or neglect.

\*Prior to having contact with children in the child care center, staff shall sign child guidance and discipline policy statements.

\*Prior to having contact with children in the child care center, staff shall sign staff screening statements that state that they are aware that child abuse is against the law, they have been informed of Shanty Creek's policies on abuse and neglect, and they understand that they are mandated reporters of abuse and neglect of children.

\*Prior to having contact with children each Children's Center staff person will be run through the Michigan's internet criminal tracking system.

\*Applicants with prior criminal convictions or substantiated abuse or neglect of children or adults will not be hired to work in the Children's Center.



I hereby acknowledge that I have read and understand the Shanty Creek Children's Center participant handbook, including the child placement contract. I am fully aware of all policies herein stated. I am in agreement with such conditions and will abide by the same.

Further, I acknowledge that participation in activities sponsored by Shanty Creek is voluntary. Activities may include, but are not limited to: Hiking, Nature Walks, Various Games, and Crafts. Staff members will accompany children.

**Dates of Activity:** \_\_\_\_\_

**Location:** \_\_\_\_\_

As lawful consideration for PARTICIPANT(S), named below, being permitted to participate in these activities, I hereby agree that I, my heirs, distributees, guardians, legal representatives, or assigns will NOT make a claim against Shanty Creek, its officers, directors, agents, or employees, for death, injury, or property damage resulting from the negligence or other acts of Shanty Creek or any of their officers, directors, agents, or employees relating to PARTICIPANT'S participation in these activities.

In addition, I hereby RELEASE AND DISCHARGE Shanty Creek and their officers, directors, agents, and employees from all actions, claims or demands PARTICIPANT(S) or PARENT OR GUARDIAN now have or hereafter may have for death, injury, or property damage resulting from PARTICIPANT'S participation in these activities. I UNDERSTAND AND AGREE THIS RELEASE SHALL BIND MY HEIRS, DISTRIBUTEES, GUARDIANS, LEGAL REPRESENTATIVES AND ASSIGNS.

If I am signing on behalf of a minor(s), I accept full responsibility for all medical expenses incurred as a result of the minor's participation in Children's Programs at Shanty Creek. I agree to HOLD HARMLESS AND INDEMNIFY Shanty Creek for any claims brought by or on behalf of the minor.

I HAVE CAREFULLY READ THIS AGREEMENT AND FULLY UNDERSTAND ITS' TERMS. I UNDERSTAND THIS IS A RELEASE OF LIABILITY AND A BINDING CONTRACT AMONG SHANTY CREEK AND MYSELF, AND I SIGN IT FREELY AND VOLUNTARILY.

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PARTICIPANT'S NAME(S) DATE

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PARENT OR GUARDIAN'S SIGNATURE DATE

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SHANTY CREEK ASSOCIATE DATE