



Family Handbook

1504 Harcrest Drive, Midland, MI 48640

Roots To Wings Early Learning Center, DBA Playful Scholars
License #DC560408504

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Our Mission & Vision

Our mission is simple: to inspire children to **play with purpose, learn with curiosity, and grow with confidence!** We support each child's emotional, social, and academic development through a nurturing environment and intentional, play-based learning.

At **Playful Scholars**, we believe every child deserves a consistent, predictable, nurturing, and supportive environment in which they can feel safe, valued, and confident. Our goal is to create a loving and engaging atmosphere filled with meaningful experiences that encourage children to explore, discover, learn, and grow.

We strive to provide a safe, stimulating, and developmentally appropriate learning environment that supports the **social, emotional, physical, and intellectual development** of every child entrusted to our care. Through smaller, more intimate class sizes, caring and educated teachers, individualized attention, meaningful partnerships with families, and a thoughtfully designed curriculum, we work to help each child develop a strong sense of self-worth and a genuine respect and appreciation for others.

At Playful Scholars, we believe childhood should be filled with wonder, connection, discovery, and joy. We are committed to creating a place where children feel a sense of belonging and where families feel confident knowing their child is cared for, respected, and encouraged each day.

Philosophy

Children need a strong foundation in order to thrive emotionally, socially, cognitively, and physically. We recognize that the early years of a child's life are an incredibly important time for growth and development, and that the environment surrounding a child can have a lasting impact on how they learn and relate to the world around them.

At Playful Scholars, we believe that healthy brain development begins with strong, positive relationships with caring adults and consistent caregivers. Children learn best when they feel safe, secure, understood, and connected.

We also believe that the foundation for future academic success begins long before a child enters elementary school. Through active involvement, hands-on learning, meaningful interactions, play, exploration, and an enriching environment, children develop the skills and confidence necessary to become enthusiastic lifelong learners.

Our classrooms are designed to encourage curiosity, independence, creativity, problem-solving, communication, and cooperation while honoring the unique developmental pace of each child.

Commitment

Playful Scholars is committed to providing a strong foundation for healthy child development. Our program focuses on creating an environment where each child's **social, emotional, cognitive, physical, and creative growth** is supported, nurtured, and celebrated.

We are committed to maintaining a high-quality learning environment characterized by:

- Stimulating and age-appropriate equipment and materials
- Engaging and challenging curriculum
- Experienced and educated teaching staff
- Small group sizes
- Appropriate teacher-to-child ratios
- Individualized attention and care
- Meaningful opportunities for play and exploration
- Consistent and open communication with families

Most importantly, we are committed to partnering with parents and caregivers. We recognize that families know their children best, and we value the insight, communication, and trust that families bring to our program.

Licensing Notebook

Playful Scholars (legal name: Roots To Wings Early Learning Center, DBA Playful Scholars – License #DC560408504) is a licensed child care center in Michigan, authorized to serve up to 59 children. Our program is licensed under the Child Care Organizations Act (Public Act 116 of 1973) and follows all rules set by the Child Care Licensing Bureau (CCLB) of the Michigan Department of Lifelong Education, Advancement, and Potential (MiLEAP).

Licensing rules set minimum standards for staffing and supervision, health and safety practices, indoor and outdoor space, and curriculum and daily activities.

The licensing notebook contains all licensing inspection reports, special investigation reports, corrective action plans, and approval letters for the last three (3) calendar years, along with a summary sheet outlining the documents in the notebook. The notebook is available to parents and prospective parents during regular business hours at the center. Licensing inspection reports, special investigation reports, and corrective action plans from at least the past three (3) years are also available online at www.michigan.gov/michildcare. A copy of the current Michigan licensing rules for child care centers is available for review in the center office or at the same website. You are welcome to review these materials at any time.

Teaching Team

At Playful Scholars, we believe one of the most important elements of quality early childhood education is a caring, knowledgeable, and well-trained teaching team.

Our teachers strive to create warm, welcoming classrooms where children feel comfortable being themselves and are encouraged to explore, ask questions, try new things, and develop confidence in their abilities.

Each classroom has a designated **Lead Teacher** and **Assistant Teacher(s)**. Teachers will be scheduled consistently to promote classroom stability, strong relationships, and effective programming.

All teachers are certified in CPR, First Aid, and bloodborne pathogens; trained in SIDS and shaken baby syndrome; and participate in ongoing professional development related to child development, health, safety, nutrition, family and community collaboration, program management, teaching and learning, observation, documentation and assessment, guidance, professionalism, and child care center administrative rules.

All staff will complete a comprehensive background check through the Bureau of Community and Health Systems, including FBI fingerprinting and clearance through the central registry, prior to employment.

Program Director

The Program Director and Co-Owner of Playful Scholars, **Alexa Roth**, has a Master's degree in School Psychology and 10 years of experience in the childcare field.

Alexa's love and passion for children are reflected in her dedication to providing high-quality childcare, continuing to learn new skills, supporting families, and developing a strong and caring teaching team. Her kind, compassionate, and nurturing spirit helps create an environment where both children and teachers can learn, grow, and thrive.

Associate Director

The Associate Director of Playful Scholars, **Jamie Bacon**, holds a Bachelor's degree in Early Childhood Education and Learning Disabilities from Saginaw Valley State University.

Jamie believes children learn best when strong relationships are fostered between parents, teachers, and children, together providing children with the support system they need to explore and grow. When she is not at the center, Jamie enjoys exploring nature with her family and reading. She looks forward to meeting every family and is always happy to answer any questions or concerns you may have.

Lead Teachers

Lead Teachers in our program will hold a degree in child development or a related field. They will demonstrate strong leadership skills, professionalism, good character, and a thorough understanding of age-appropriate activities, expectations, and developmental milestones.

Our Lead Teachers are responsible for developing and implementing engaging curriculum across all developmental domains. Our infant and toddler classrooms follow The Creative Curriculum, while our preschool and Pre-Kindergarten classrooms implement Connect4Learning (C4L).

Assistant Teachers

Assistant Teachers possess a genuine desire to understand children's individual needs, developmental growth, and age-appropriate expectations.

They will have at least one year of experience working with young children, a loving and nurturing disposition, and a willingness to continue learning and growing within the philosophy of Playful Scholars.

Center Contact Information

Program Director: Alexa Roth Cell Phone: 419-775-6549

Associate Director: Jamie Bacon Cell Phone: 989-859-4248

Administrative Director: Christy Sodini Cell Phone: 989-708-8282

Admission Policy

Children are welcomed into our program without regard to race, color, religion, or national origin.

We accept enrollment for children ages **6 weeks through 6 years**.

Pre-Registration Process

To reserve a space for your child at Playful Scholars, a payment equal to one week of tuition must be paid in advance. This payment will be applied toward your child's first week of tuition once enrollment begins. The registration payment is non-refundable if you choose not to enroll your child at a later date.

Required Enrollment Paperwork

On or before your child's first day, the following paperwork must be completed and on file at the center:

- Emergency Contact Card
- Written Information Packet Documentation Form
- Parent Notification of the Licensing Notebook Form
- Immunization Record/Health Appraisal
- Photo Permission Form(s)
- Field Trip Permission Form

Hours of Operation

Monday–Friday

7:30 a.m.–5:30 p.m.

Center Closings

Playful Scholars is a year-round program. We will be closed for the following holidays:

- New Year's Eve
- New Year's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day After Thanksgiving
- Christmas Eve
- Christmas Day
- Professional Development Day — date announced in January

When a listed holiday falls on a Saturday, it will be observed on the preceding Friday. When a holiday falls on a Sunday, it will be observed on the following Monday.

Programs

Overall Program

Our first priority is to establish a strong, healthy relationship with each child and family. We believe healthy relationships provide the foundation for optimal development and future academic success.

Our program incorporates principles and structures from **Loving Guidance, Inc.**, while our academic program is supported through the implementation of **Connect4Learning (C4L)** a research-based, hands-on, developmentally appropriate approach to learning.

Our curriculum incorporates STEAM concepts—**Science, Technology, Engineering, Art, and Math**—through meaningful, age-appropriate experiences.

Art, music, movement, outdoor play, exploration, and hands-on learning are important parts of our daily classroom experiences.

At the heart of everything we do are the 4 C's:

- **Classrooms:** Bright, safe, and thoughtfully designed spaces where learning feels like play
- **Curriculum:** A play-based, Child Led approach that supports hands-on discovery and early academics
- **Caregivers:** Passionate teachers who connect with children through compassion, patience, and understanding
- **Community:** Families and teachers working together to create lasting relationships that support the growth of your child

Parent Communication App

Playful Scholars uses Lillio to keep you connected with your child and teachers throughout the day. Lillio is used to communicate directly with teachers, share photos, notes, and incidents. We encourage all families to use Lillio to stay informed and engaged in your child's day.

Infant Program

Children per room: 8

Age Range: 6 weeks–12 months

Child-to-Teacher Ratio: 4:1

Our infant program focuses on creating a warm, nurturing environment where healthy brain development and strong relationships are a priority.

Infants are cared for with kindness, patience, and gentleness by teachers who understand the unique needs of this important stage of development.

Our infant classrooms are bright, cheerful, safe, and thoughtfully arranged to encourage exploration. An open play area provides infants with opportunities to move, discover, interact, and develop at their own pace.

The classroom environment allows teachers to maintain clear visual supervision of the children in their care. Age-appropriate toys and materials are carefully selected to encourage development and learning and are kept within children's reach when appropriate.

Throughout the day, teachers provide plenty of opportunities for eye contact, talking, singing, rocking, cuddling, floor play, and one-on-one interaction. These experiences help children develop a sense of security while building early communication, social, cognitive, and physical skills.

Young Toddler Program

Children per room: 12

Age Range: 12-24 months

Child-to-Teacher Ratio: 4:1

This classroom is designed to provide a gentle transition between infancy and toddlerhood. Children are encouraged to develop new skills at their own pace while becoming increasingly independent.

The classroom begins introducing group experiences such as circle time, songs, movement, stories, and age-appropriate activities that help prepare children for the next stage of their academic and social-emotional development.

Teachers focus on language development, social interaction, independence, problem-solving, movement, and positive relationships.

Toddler Program

Children per room: 12

Age Range: 2–3 years

Child-to-Teacher Ratio: 4:1

Our toddler classroom is an energetic and exciting place where children are beginning to discover what it means to interact, communicate, and play alongside others.

At this age, children are developing rapidly and learning how to navigate friendships, emotions, boundaries, and independence. Our toddler program places a strong emphasis on **social-emotional development** and positive relationships.

With support from our teaching team, children begin developing important skills such as sharing space, communicating their needs, recognizing emotions, solving simple problems, and practicing positive social behaviors.

Through play, movement, music, stories, hands-on activities, and caring interactions, children are given the opportunity to build the foundation for healthy relationships and future learning.

Preschool Program

Children per room: 8-10

Age Range: 3-4 years

Child-to-Teacher Ratio: 10:1

Children in the preschool classroom continue building upon the cognitive, social, emotional, and physical skills introduced during the toddler years.

Teachers provide opportunities to challenge children across every developmental domain while keeping learning hands-on, engaging, and fun.

Children begin exploring foundational concepts in:

- Early literacy
- Mathematics
- Science
- Technology
- Art
- Music
- Problem-solving
- Communication
- Social-emotional development

Teachers use children's natural curiosity and enthusiasm to introduce new concepts and encourage them to ask questions, experiment, create, and discover.

Pre-Kindergarten/Young 5s

Children per room: 10

Age Range: 4–6 years

Child-to-Teacher Ratio: 10:1

The Pre-Kindergarten/Young 5s program continues to build upon the skills introduced during the preschool years.

Teachers provide developmentally appropriate, hands-on learning experiences designed to challenge children academically while continuing to support their social-emotional development.

Approximately halfway through the year, teachers will place an increased focus on kindergarten readiness. Children will practice skills such as:

- Cutting with scissors
- Recognizing letters and numbers
- Writing letters and numbers
- Early reading and writing skills
- Beginning addition and mathematical concepts
- Following multi-step directions
- Problem-solving
- Independence and self-help skills

Our goal is to help every child enter the next stage of their educational journey feeling confident, capable, and excited to learn.

Conferences & Open Houses

Playful Scholars values the opportunity to celebrate children's growth and keep families informed about their child's development.

Parent-teacher conferences and parent-child open houses are held **twice per year**.

Because children grow and develop so quickly during the early years, we believe regular communication is essential. Families are also welcome to schedule a meeting with their child's teacher or the Director at any time when additional discussion is needed.

We value parental input and strive to maintain an open and welcoming relationship with every family.

Playful Scholars will hold approximately **2–3 center-wide parent meetings** throughout the year, along with classroom meetings as needed.

If a concern arises regarding your child, classroom, or the center as a whole, we encourage you to begin by speaking with your child's Lead Teacher.

If the concern cannot be resolved at the classroom level, please contact the Director so we can work together toward a positive resolution.

Questions, concerns, comments, and suggestions may also be shared by email. We strive to respond to parent communications within one to two business days.

At least once each year, families will be invited to complete a parent survey. This feedback helps us identify opportunities for improvement, establish goals, develop staff training opportunities, and enhance our program.

Special Needs

Special Needs Care Policy

Playful Scholars is committed to inclusion and complies with the Americans with Disabilities Act. We welcome children with disabilities and special health or developmental needs, and we consider each child individually. We will work with your family to identify reasonable accommodations and the resources needed to support your child's success, and we believe that including children with a range of needs enriches learning for everyone.

Daily Arrival

Please accompany your child into the center and classroom and briefly check in with the teacher about your child's needs for the day, such as sleep, meals, or temperament. Separation from parents can sometimes be difficult, which is a normal and developmentally appropriate part of early childhood.

For a more comfortable and positive drop-off experience, we recommend the following:

- **Establish a routine:** Try to follow the same arrival routine each day. A predictable routine can help your child feel safe and prepared.
- **Keep goodbyes simple:** Say goodbye with confidence and warmth, then allow your child to transition with the teacher. Repeated goodbyes can sometimes make separation more difficult.
- **Be reliable:** Pick up your child as promised whenever possible. Knowing when you will return helps build trust and security. For younger children, use simple time cues they can understand, such as, "I'll be back after snack" or "before nap."

Daily Departure

Playful Scholars closes at 5:30 PM, Monday through Friday. If you will be late to pick up your child, please notify the center as soon as possible. Notifying us helps us plan.

If someone unfamiliar is picking up your child, please inform the teacher in advance. The person must be listed as an authorized pick-up on the Child Information Record form. Identification, such as a driver's license, will be requested for safety. We cannot release a child to anyone who is not listed on the child's Child Information Record, so please keep your authorized pick-up list current and add trusted adults before they are needed. Please note that unless we have court documentation on file, we cannot deny pick-up to a parent listed on the child's birth certificate.

Always say goodbye to your child's teacher so they know you are leaving. Once you depart with your child, Playful Scholars is no longer responsible for their care.

Billing

Weekly childcare rates are in effect for services provided Monday through Friday. Payment is expected weekly and is due in full **before services are rendered**. Payments are due on Monday.

If payment has not been received by Wednesday, a **\$20 late fee** will be assessed. Any returned check will also be subject to a **\$20 returned-check fee**.

Weekly tuition remains due regardless of a child's absence due to illness, vacation, or other personal circumstances.

Infant/Toddler: \$300 per week

Preschool: \$250 per week

Sibling discount:

A 10% weekly discount will be applied to the oldest sibling's tuition rate in our care.

Late Pick-Up Fee

A regular attendance schedule will be established when your child enrolls.

If your child is not picked up by **5:30 p.m.**, a late pick-up fee of **\$15 for the first 1–10 minutes** will be assessed. Each additional minute will be charged at **\$1 per minute**.

The late fee is payable immediately to the employee(s) present when your child is picked up.

After four occasions resulting in a late pick-up fee, your child's weekly tuition rate will be permanently increased by **\$10 per week**.

Meals & Snacks

Playful Scholars will provide a nutritious morning and afternoon snack for children enrolled in our program.

We will provide milk with breakfast and lunch and water with snacks. Children ages 12 months–2 years will be served vitamin D-fortified milk, and children over 2 years old will be served 1% milk.

Snack menus will be posted in each classroom. Snacks will include healthy food choices from the fruit, vegetable, and dairy groups. We will make every effort to purchase organic items whenever possible.

Parents are responsible for providing breakfast and lunch each day in a labeled lunchbox, with an ice pack when needed.

Parents will provide infants with bottles of formula or breastmilk and baby food as needed. All items should be clearly labeled with the child's full name and date when appropriate.

Food Allergies Action Plan

If your child has a food allergy please complete the Food Allergy Action Plan form which will be in the final enrollment package. This form will be posted in your child's classroom and in all food preparation areas. If your child requires medication for an allergic reaction, the form must be signed by your physician.

Feeding Procedures

The following procedures will be followed while children are in our care.

Bottle Feeding

- Parents will provide formula each day as needed.
- Formula should be prepared at home and placed in an assembled bottle before arriving at the center.
- Bottles must be labeled with the child's full name and date.
- Formula, milk, and other perishable items will be refrigerated appropriately.
- Bottles and food will be sent home at the end of each child's day.
- Any unused formula or breastmilk remaining in a bottle after feeding will be discarded.
- Bottles and nipples supplied by parents will be used for a single feeding and returned to parents.
- Children who are no longer using bottles and are at least one year old will be offered whole, homogenized, vitamin D-fortified cow's milk unless otherwise directed by a parent or licensed physician.
- Breastfeeding families are welcome to continue breastfeeding while their child attends the center. Parents may visit the center to breastfeed or provide expressed breastmilk in a labeled bottle.
- Infants who cannot independently hold a bottle will always be held while being fed by their caregiver. Bottles will never be propped.

Solid Food Feedings

- Parents will provide baby food as needed.
- Baby food must be labeled with the child's full name and date.
- Jarred baby food will be transferred to a bowl before being spoon-fed.
- Food will be cut into small, age-appropriate pieces when necessary.
- Parents should provide an adequate amount of food for their child.
- Once a child is eating table foods and parents have provided permission, the child may receive snacks from the center's menu when developmentally appropriate.

Rest Policy

Children have busy days filled with learning, movement, exploration, and play. Rest is an important part of maintaining their energy and well-being.

Children will have a quiet rest period each day that allows them an opportunity to relax and recharge.

A cot or crib will be provided for each child as appropriate. Cots and cribs will be sanitized regularly.

Infants 1–12 months will not be provided blankets. Parents may provide an approved sleep sack when appropriate.

All teachers are trained in safe sleep practices and follow the “back to sleep” method for infants. If an infant needs to sleep on their stomach for medical reasons, a physician's note must be provided.

Children 12 months and older may bring a blanket, pillow, and stuffed animal for rest time. These items should be stored in a labeled pillowcase and will be sent home at the end of each week for laundering or sooner if soiled.

Diaper Changing

Diapering will take place only in designated diaper-changing areas.

- Supplies and equipment will be maintained in a safe and sanitary manner.
- Caregivers and children will wash their hands after each diaper change using soap and water.
- Caregivers will use supplies provided by parents when changing diapers.
- The diapering area will be cleaned and sanitized after each diaper change.
- Parents may give permission for the center to use extra diapers when necessary.
- Diapers will be changed as soon as a soiled diaper is discovered.

- Children will be checked at regular intervals, no longer than every two hours, to determine whether a diaper change is necessary.
- Soiled diapers will be placed in a lined, covered garbage container and disposed of daily.
- Parents provide diapers; Playful Scholars provides wipes.
- Diaper ointment requires a completed medication permission form before use.

No child will ever be left unattended on the changing table.

Diapering Procedure

1. Retrieve the child's diaper from the appropriate cubby.
2. Place the child on the changing table.
3. Remove the soiled diaper and clean the child as needed.
4. Put on a clean diaper.
5. Wrap used wipes in the soiled diaper and dispose of them appropriately.
6. If the diaper contains a bowel movement, place it in a tied diaper bag before disposal.
7. Pick the child up from the changing table.
8. Clean and sanitize the changing surface.
9. Wash your hands and the child's hands immediately.

Toilet Training

Toilet training will be planned cooperatively between the child's primary caregiver and parents so that routines can remain as consistent as possible between home and the center.

When toilet training begins, parents should provide at least three complete changes of clothing and an adequate supply of training pants.

Diapers or pull-ups may be used during rest time during the beginning stages of toilet training.

Children will be taught appropriate handwashing habits after using the bathroom.

Caregivers will offer children opportunities to use the bathroom approximately every hour while they are actively learning.

Outdoor Play

Outdoor play is an important part of our program. We believe children benefit greatly from fresh air, movement, exploration, and opportunities to interact with their environment.

Children will go outdoors at least once each day, weather permitting.

When weather conditions are not appropriate for outdoor play, children will be provided with alternative indoor gross-motor activities.

Outdoor play may be limited when temperatures fall below:

- **10°F for preschoolers**
- **15°F for toddlers**
- **25°F for infants/young toddlers**

Wind-chill factors will also be considered.

On most snowy days, children will still have an opportunity to enjoy outdoor play. Please make sure your child arrives appropriately dressed for the weather and season.

Clothing

A full day at Playful Scholars may include painting, sensory play, eating, outdoor activities, water play, music, and plenty of exploration.

Children should wear comfortable, washable clothing each day.

Please provide a clearly labeled, weather-appropriate change of clothing to remain at the center.

If clothing becomes soiled, please provide a fresh change of clothing the following day. Soiled clothing will be wrapped and placed in your child's cubby to be taken home.

Due to universal precautions, staff cannot rinse soiled clothing.

Infants and toddlers should have at least **two complete changes of clothing** available.

During winter, children should have appropriate cold-weather clothing, including:

- Coat
- Snow pants
- Boots
- Hat
- Gloves or mittens
- Scarf, when appropriate

Pest Management Plan

As required by 1944 PA 451, MCL 324.8316:

- Parents or guardians will receive annual notification regarding advance notice of pesticide applications.
- Notifications may be provided through the parent board, flyers, or email.
- Advance notification will include information about the pesticide, target pest or purpose, approximate location, date of application, center contact information, and applicable pesticide information resources.
- Liquid spray or aerosol insecticide applications will not be performed in a room occupied by children unless the room will remain unoccupied for the required period of time.

Weather Policy

Playful Scholars may close when severe weather conditions make travel unsafe for children and staff.

Center closings will be announced through TV5's school cancellation information, and parents will be notified by phone and/or through the Lillio app before 7:30 a.m., whenever possible.

If weather conditions become dangerous during the school day, the center may need to close early.

The Director will contact families as soon as possible and, when circumstances permit, at least one hour before the anticipated closing time.

Children are expected to be picked up by the designated early dismissal time.

Emergency Drills

Practice emergency drills will be conducted throughout the year, including:

- Fire safety drills at least quarterly
- Severe weather drills twice during March–November
- Crisis management drills annually

Emergency procedures and evacuation plans will be posted in each classroom.

If an extreme emergency requires evacuation of the building and relocation to another location, parents will be notified through group text, phone calls, and the Lillio app.

Our relocation site is:

**Modern Realty Building
6024 Eastman Ave., Suite A**

Medical Records

A current health appraisal form must be maintained on file for every child enrolled in our program.

The health appraisal includes immunization information, physician verification of a physical examination, and any applicable activity restrictions.

Parents are responsible for ensuring that updated health information is provided when required.

Playful Scholars will notify families when an updated health appraisal is needed.

Health Policy

Our health policy is designed to help minimize the spread of illness and maintain a healthy environment for children, families, and staff.

We understand that keeping a sick child home can sometimes be difficult. However, when children are ill, they often need the additional comfort, flexibility, and one-on-one attention that can best be provided in their home environment.

If your child is experiencing symptoms of illness, please keep them home until they are able to comfortably participate in the regular activities of the program.

Your child should remain home if:

- The child has a fever of 100.4°F or higher.
- The child has a red, weepy, sore, or itchy eye with discharge or pus.
- The child has a rash that a physician determines to be contagious.
- The child has a contagious condition such as strep throat, croup, RSV, or another communicable illness.
- The child is not well enough to participate in outdoor activities with the group.
- The child has four or more episodes of diarrhea within a 24-hour period.
- The child is vomiting.

If these symptoms develop while your child is at Playful Scholars, a parent or authorized caregiver will be contacted and asked to pick up the child.

When a child is sent home due to illness, parents will receive a sick-child notice identifying the symptoms observed.

If a physician prescribes medication for your child due to an illness, the child must have received a full day of the prescribed medication before returning to the center.

Teachers will use daily observations and ongoing communication to monitor each child's health, well-being, and development.

Parents will receive updates through the Lillio app as appropriate, along with regular communication during arrival and departure.

Reporting Child Illness

Playful Scholars will notify families when their child may have been exposed to a communicable disease.

Information may be posted outside the affected classroom and communicated to families through written notices, email, or other center communication.

We will respect the confidentiality of children and families throughout the process.

If a child develops symptoms requiring removal from the classroom, the child will be separated from the group in an appropriate manner while remaining supervised and cared for until a parent or authorized adult arrives.

Re-Admission

If your child is sent home from Playful Scholars due to illness or exhibits symptoms listed in our health policy while at home, the child must remain symptom-free for at least **24 hours**, without the use of fever-reducing medication, before returning to the center.

A physician's certification of health may be requested before readmission following certain contagious diseases, extended illnesses, or injuries.

Medication

- Medications may be administered by a Lead Teacher or Director only after a completed medication permission form has been provided by the parent.
- Prescription medication must have the pharmacy label attached with the physician's name, child's name, dosage, and medication name.
- Over-the-counter medication must remain in its original container, be stored according to instructions, and be clearly labeled with the child's first and last name.
- Medication will not be added to a child's bottle, food, or beverage unless specifically indicated by the prescription instructions.

- Topical nonprescription medications, including sunscreen and insect repellent, require written parental authorization annually.
- The center will maintain documentation of medication administration, including the time and amount given or applied, when applicable.
- Medication will only be administered according to the instructions on the label.
- Parents must give medication directly to staff.
- Children may never transport medication themselves.
- Medication will be stored safely and kept inaccessible to children.

Employee & Volunteer Health Policy

Our employee and volunteer health policy is designed to help reduce the spread of illness and maintain a healthy environment for children and staff.

Staff members will arrange appropriate coverage if they experience:

- Fever of 100.4°F or higher
- A contagious condition
- Four or more episodes of diarrhea within 24 hours
- Vomiting

Health Care Services Plan

Our health care practices include:

- Frequent handwashing by children and staff
- Safe handling of bodily fluids using gloves and universal precautions
- Routine cleaning and sanitizing of toys, equipment, and surfaces
- Increased cleaning when surfaces become visibly dirty or contaminated
- Appropriate sanitation of high-touch areas

Handwashing

Staff and volunteers will wash their hands:

- Upon arriving at the center
- After diaper changes and toilet use
- After wiping a nose or coming into contact with saliva or bodily fluids
- Before food preparation
- Before and after eating

- Before and after sensory activities
- After removing gloves
- After using the restroom
- After returning from a break
- After coming indoors from the playground

Children will be directed or assisted in washing their hands:

- After coming indoors from the playground
- After diapering or toilet use
- Before and after eating
- After wiping their nose or contacting bodily fluids
- Before and after sensory activities

Soap, running water, individual towels and hand dryers will be available for handwashing.

Handwashing Procedure

1. Have a clean, single-service towel available.
2. Turn on the water.
3. Wet hands and apply soap.
4. Rub hands together vigorously for at least 20 seconds.
5. Clean between fingers, around nail beds, under fingernails, around jewelry, and across the backs of hands.
6. Rinse thoroughly under running water.
7. Dry hands completely.

Sanitizing Solution

Water and unscented chlorine bleach solution will be used according to the center's established sanitation procedures.

Controlling Infections

Playful Scholars will be cleaned and sanitized regularly, with particular attention given to surfaces that commonly come into contact with germs, including:

- Tables
- Door handles
- Cribs
- Cots
- Changing tables

- Bathroom surfaces
- Frequently used toys and equipment

Toys that are mouthed will be removed, washed, rinsed, and sanitized.

Other toys and equipment will be cleaned when visibly dirty and according to the center's established cleaning schedule.

Bedding will be stored separately to prevent contact between children's bedding.

Cots and mats will be sanitized regularly based on their use.

Partnering With Parents

Guiding Your Child's Behavior

Our teaching team is committed to using positive, respectful, and developmentally appropriate guidance practices.

Teachers are consistently trained and evaluated in effective discipline strategies designed to meet the individual needs of children at each age and stage.

Playful Scholars follows the philosophy and practices of **Conscious Discipline**, developed by Dr. Becky Bailey through Loving Guidance, Inc.

We believe children learn best when they feel safe, connected, and understood. Our goal is not simply to stop inappropriate behavior, but to help children understand their emotions, develop self-regulation skills, and learn more appropriate ways to communicate their needs.

Teachers establish clear boundaries through consistent verbal and visual cues. When a boundary is crossed, teachers will remain calm, move close to the child, identify the behavior, recognize the child's intent or need, and guide the child toward a more appropriate response. When necessary, logical and developmentally appropriate consequences will be used.

Positive Guidance

We work to guide children in ways that encourage learning and growth. At home, you can support this effort by validating feelings, offering choices, and using consistent routines. At school, staff:

- Encourage problem-solving and independence
- Respect each child's feelings and choices
- Use praise and positive reinforcement
- Maintain predictable and structured routines

- Preserve your child's dignity and self-esteem

Staff interact with children at eye level, circulate throughout the classroom, and ask open-ended questions to guide behavior.

Understanding Misbehavior

Children misbehave for many reasons, such as testing rules, feeling tired, hungry, or overstimulated, seeking attention, or adjusting to different expectations at home and school. Understanding these reasons helps both parents and staff respond in ways that teach children healthy behaviors.

Preventing Misbehavior

You can help prevent misbehavior at home by:

- Establishing consistent routines and expectations
- Encouraging your child to use words to express feelings
- Noticing and labeling feelings, actions, and intentions
- Helping your child contribute to family and community tasks

At Playful Scholars our staff:

- Build one-on-one relationships through warm, playful connection routines
- Use classroom visuals, charts, and personalized support tools
- Teach emotional regulation with tools like Feeling Charts and Self-Control Boards
- Encourage your child to be helpful and contribute to the classroom community
- Support development of executive skills like self-control, patience, and focus

Playful Scholars will never use physical punishment, humiliation, threats, or verbal punishment as a method of discipline.

Physical restraint will only be considered when necessary to prevent immediate danger to the child, another child, or property and will be handled appropriately.

Saying Goodbye

We understand that saying goodbye can sometimes be difficult for both children and parents.

Our teaching team is committed to making the transition into the classroom as comfortable and reassuring as possible.

Children take cues from their parents. When parents communicate confidence and trust in the environment, children often feel more secure about separating.

We encourage families to establish a consistent goodbye routine. A loving goodbye followed by a confident departure can help children understand that their parent will return.

Once you leave, our teachers will comfort, reassure, and engage your child as needed.

Please remember that separation difficulties are a normal part of development, and our team is always happy to work with families to find strategies that make transitions easier.

Confidentiality

Confidentiality is extremely important to us.

Information provided on enrollment forms, health records, family communications, developmental observations, and other child-related documentation will be handled respectfully and kept confidential.

Information regarding a child's health, family circumstances, behavior, or development will only be shared with individuals who are authorized or have a legitimate need to know.

We encourage parents to contact the Program Director with questions or concerns regarding their child's care, development, or experience at Playful Scholars.

Child Abuse & Neglect

Childcare providers licensed by the State of Michigan are required by law to report suspected child abuse or neglect.

Playful Scholars staff members are mandated reporters and are legally required to report suspected abuse or neglect to the appropriate authorities.

Our responsibility is to act in the best interest and safety of every child entrusted to our care.

Withdrawing From the Program

We sincerely hope that your family will enjoy being part of the Playful Scholars community for many years.

If you need to withdraw your child from the program, or if Playful Scholars determines that alternative care is necessary for your child, a **two weeks written notice** must be provided by the party initiating the withdrawal.

Your account will be billed for two weeks from the date written notice is received.

Your Input Matters

At Playful Scholars, we value your family—and because we value your family, **we value your voice**.

Your ideas, suggestions, questions, and concerns are important to us. You know your child better than anyone, and the information you share helps our teachers provide care that is individualized, meaningful, and responsive to your child's needs.

We encourage families to communicate with teachers regularly during drop-off and pick-up.

If a conversation requires additional time or privacy, we will be happy to schedule a meeting.

Families will receive photos and regular updates through the Lillio app that are informative and focused on their child's cognitive, academic, social, and emotional development.

Please let our teaching team know when you enroll if there are special requests, routines, concerns, or important information you would like us to be aware of.

A Special Thanks

Thank you for choosing **Playful Scholars** and for entrusting us with one of the most important responsibilities a family can give.

We recognize the tremendous trust that comes with allowing us to care for and educate your child. It is a responsibility we take seriously and a privilege we are grateful to have.

In partnership with your family, we are committed to providing enriching experiences in an environment where children can feel safe, loved, respected, and inspired to learn.

Our goal is to support each child's **social, emotional, intellectual, physical, and creative development** while celebrating the individual qualities that make every child unique.

We believe childhood is a precious and important journey. We are honored to be a part of that journey and look forward to watching your child discover new abilities, develop friendships, overcome challenges, and grow into a confident and capable learner.

Thank you for allowing Playful Scholars to be a part of your child's early years. We look forward to growing, learning, and celebrating together.