



Playful Scholars Family Handbook

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Welcome

Thank you for choosing Playful Scholars for your child's care and early education and trusting us with your child's care and early learning. Playful Scholars is a full-day, year-round, Child Led early learning center serving children from toddlerhood through Pre-K.

This Family Handbook provides an overview of our programs, philosophies, policies, and state licensing requirements. We ask that parents and guardians read this handbook, sign the Family Handbook Acknowledgement form at the end of this handbook, and keep it for reference throughout your child's enrollment.

At Playful Scholars, we are more than a child care center - we are a community built on curiosity, creativity, and connection. Our goal is to provide a safe, nurturing, and developmentally-appropriate environment where children can play with purpose, learn with curiosity, and grow with confidence.

This handbook covers most, but not all Playful Scholars policies and procedures. It is intended as a guide to support families in understanding our programs and expectations. For additional information or questions, we encourage you to reach out directly to your child's teacher or the Program Director.

Mission Statement

Our mission is to inspire children to play with purpose, learn with curiosity, and grow with confidence. Through a nurturing environment and intentional, play-based, Child Led learning we support each child's emotional, social, and academic development – building a strong foundation for school and life.

Vision Statement

Our vision is to become Michigan's premier provider of early childhood education, recognized for exceptional care, purposeful play, and a commitment to helping every child reach their full potential.

What Sets Us Apart

Our teachers model kindness and problem-solving to help toddlers navigate big emotions – turning challenges into learning opportunities. Each day helps your child build friendships, independence, and emotional security that will serve them for years to come.

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

What Parents Can Expect at Playful Scholars

✓ A Safe and Supportive Environment:

Your child's safety and well-being are our top priorities. Our classrooms are designed with age-appropriate materials, consistent routines, and attentive supervision to help children feel secure, comfortable, and confident each day.

✓ Experienced, Caring Teachers:

Our educators are trained professionals who genuinely care about the children they serve. They take time to build strong relationships with each child, understand individual needs, and support development at every stage.

✓ Learning Through Play:

Children at Playful Scholars learn through hands-on activities that promote early literacy, math skills, creativity, problem-solving, and social development. Our play-based approach supports school readiness while allowing children to learn in a way that feels natural and engaging.

✓ Individualized Care:

We recognize that no two children learn the same way. Activities and routines are adapted to fit your child's age, development level, and learning style, helping them grow socially, emotionally, physically, and cognitively.

✓ Clear Communication with Families:

We believe families should feel informed and connected. We use the Brightwheel app to share daily updates, photos, and important information so you know how your child's day is going and can stay involved.

✓ A True Partnership with Families:

By working together, we create consistency between home and school and support each child's success. Questions, feedback, and conversations are always welcome.

Hours of Operation

Playful Scholars is open Monday through Friday from 7:00 AM to 6:00 PM. Our standard school day runs from 7:00 AM to 3:00 PM, with optional After Care available from 3:00 PM to 6:00 PM. Any closures that are anticipated will be provided to you with a minimum of a seven (7) day notice.

Playful Scholars is closed for the following holidays:

- New Year's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving
- Black Friday
- Christmas Eve
- Christmas Day
- New Year's Eve (half day — center closes at 12:00 PM)
- Up to six (6) days of Professional Development per year

If a holiday falls on a weekend, Playful Scholars may close on the closest weekday (Friday or Monday). You will receive at least seven (7) days' notice of any half days, additional closings, or adjusted closings.

Holidays and professional development days are essential to maintaining the highest quality care and education for your child.

For example, if New Year's Day falls on a Saturday, Playful Scholars may close on Friday or Monday of that week.

Weather Related Closings

Playful Scholars will typically remain open during severe weather. The Program Director monitors local weather conditions and news reports to determine if it is necessary to close the center early or cancel care for the following day.

In some cases, Playful Scholars may instead open on a two (2) hour delay, opening at 9:00 AM, to allow road conditions to improve for our families and staff. Playful Scholars does not automatically follow Midland Public Schools

closures or delays; we will always communicate our own decision. Delay or closure decisions will be announced via Brightwheel by 6:00 AM whenever possible.

If care is cancelled or the center closes early, you will be notified promptly via the Brightwheel app with instructions and updates.

We ask that children be picked up in a timely manner to ensure that all parents, children, and staff can travel safely home. Your cooperation helps keep everyone safe during severe weather events.

Programs, Costs, Daily Schedule

Playful Scholars provides full-day programs for Toddler, Preschool, and Pre-K, plus an optional Toddler Morning program. Optional After Care is available for all full-day programs, and all programs run Monday through Friday:

In limited cases, and where Michigan licensing rules allow, a child within three (3) months of the next program's age range may transition early with a signed parental waiver. Early transitions are at the Program Director's discretion and depend on the child's readiness, available space, and staffing, since licensing ratio requirements for the younger age group still apply to the classroom.

Weekly Tuition Rates

Daily Snacks and Supplies are included in tuition

Room	Age Range	Ratio	School Day Schedule	Weekly Rate	Weekly Rate w/ Daily After Care* (3-6pm)
Pre-K	48M – 72M	12:1	7:00 AM – 3:00 PM	\$225	\$250
Preschool	30M – 48M	8:1	7:00 AM – 3:00 PM	\$225	\$250
Toddler (Full Day)	18M – 30M	4:1	7:00 AM – 3:00 PM	\$250	\$275
Toddler (Morning)	18M – 30M	4:1	7:00 AM – 12:00 PM	\$175	Not available

***After Care** runs 3:00 PM – 6:00 PM for an additional \$25 per week. After Care is an enrollment-based program rather than a drop-in service. Enrollment in After Care is for the full school year: once enrolled, the After Care rate is billed for the remainder of the school year while your child remains enrolled at Playful Scholars, regardless of daily attendance, and no refunds or credits are given for unused days. Families may add After Care during the school year, subject to space and staffing, effective the first of the following month.

All programs run Monday through Friday, and snacks and supplies are included in tuition — there is no separate supply fee. Weekly rates are billed monthly; your exact monthly tuition is based on your weekly rate and is stated in your Enrollment and Financial Contract.

Daily Schedule

Time	A Typical Day's Activities (subject to change)
7:00 – 9:00	Arrival, free choice & breakfast (sent from home)
9:00 – 9:25	Morning group time
9:30 – 10:00	Art
10:00 – 10:30	Morning snack
10:30 – 11:00	Free choice
11:00 – 11:15	Music and movement
11:15 – 11:30	Transitions, bathrooms, sunscreen
11:30 – 12:00	Outside time
12:00 – 12:30	Lunch (sent from home)
12:30 – 2:00	Rest time
2:00 – 2:30	Afternoon class time / free choice
2:30 – 3:00	Afternoon snack
3:00 PM	School day ends — pick-up for school-day families
3:00 – 6:00	After Care (optional): outside time, free choice, snack, clean up, departures

Toddler (18 Months – 30 Months)

Curious explorers develop confidence and independence through active play, movement activities, and early social interactions with peers and caregivers.

Preschool (30 Months – 48 Months)

Active learners build language skills, cooperation, and growing independence through creative expression, and meaningful group activities.

Pre-K (48 Months – 72 Months)

School-ready children master early literacy, math concepts, and teamwork in bright, engaging classrooms designed to prepare them for kindergarten success.

Day Care on Public School Closure Days

When the local public school schedule is closed for the day, the center may offer drop-in daycare services to enrolled or approved families, subject to availability and staffing. Drop-in care must be requested in advance and is not guaranteed. A daily drop-in fee of \$65 per child will be charged for each day of attendance and will be billed via Brightwheel. All standard center policies, procedures, and behavioral expectations remain in effect during drop-in care days.

Program Placement and Age Eligibility

Children are initially placed into programs based on their age as of September 1 of the current program year. Adjustments to program placement before or after enrolling will be made if needed based on the child's capacity and input from the parents.

Children enrolling mid-year are placed in the program that corresponds to their age at the time of enrollment. Transitions between programs are made at the discretion of the Program Director based on the child's age, developmental readiness, and available space. Parents will be notified in advance of any planned transition and will have the opportunity to discuss their child's readiness with the teaching team. Children are not moved to a new program solely based on reaching an age threshold; readiness and the overall needs of the child are always considered.

Before any transition, you are encouraged to meet the new teacher and help your child become familiar with the new classroom, classmates, and routines.

Application and Enrollment Process

Step 1: Initial Application Package

- Initial Application **\$99 Non-refundable school year application fee per child**
- Family Handbook (this document)
- Multi-Age Program Acknowledgement

Step 2: Final Enrollment Package Presented After Application Approval (see below for more details)

Non-Discrimination Policy

Playful Scholars Childcare & Preschool does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in its admissions, programs, or activities. All rights and privileges of the center are afforded to all children and families equally.

Upon completion of Playful Scholars Initial Application Package, payment of the application fee is required to complete the process. After your application is submitted it will be reviewed and an approval decision will be made. After that approval decision has been made, you will be notified and required to submit a few additional documents outlined in the enrollment section below.

Enrollment

Please note that this list may change due to licensing needs and policy updates. You will be notified if additional documents are needed in the future.

****See following page for document list****

Step 2: Final Enrollment Package Presented After Application Approval

Document / Item	Notes
Enrollment and Financial Contract	<i>Needed Prior To Start Date</i>
Photo Permission / Non-Permission Form	<i>Needed Prior To Start Date</i>
Pet & Visiting Animal Approval Form	<i>Needed Prior To Start Date</i>
Permission to Apply Topical Lotions Form	<i>Needed Prior To Start Date</i>
Water Activities Permission Form	<i>Needed Prior To Start Date</i>
Annual Field Trip & Off-Site Activity Permission Form	<i>Needed Prior To Start Date, walking trips only</i>
State of MI Child Information Record (CCL-3731)	<i>Needed Prior To Start Date</i>
Licensing Notebook Form (CCL-5053)	<i>Needed Prior To Start Date</i>
Immunization Record	<i>Needed Prior To Start Date</i>
Copy of Parent/Guardian Driver's License	<i>Needed Prior To Start Date</i>
Food Allergy & Anaphylaxis Care Plan (ECP-FAAP)	<i>Physician Signed, If Applicable</i>
Health Appraisal (MDHHS-3305)	<i>Provided On First Day Of Attendance, Returned Within 30 Days Of Start</i>
Deposit – First Full Month of Care	<i>Refundable. See Note on previous page</i>

****A deposit in the amount of the first full month of care is required to finalize enrollment. This will be applied to the first month of tuition when due.****

****The enrollment deposit is refundable up until the first day your child is in attendance. If at the conclusion of a 1-month probationary period for the new student, it appears that the student is not a fit for Playful Scholars, the parents will be notified to discuss dismissal and offered a refund of the first month's tuition deposit. See the Dismissal policy for details.****

Every year Playful Scholars completes an audit of enrollment records. You will be notified if any information needs to be updated. Some forms must be updated annually, including the Child Information Record form, which must also be updated any time your family information changes, such as address, phone number, physician, or authorized pick-ups. Your Child Information Record serves as your child's official authorized pick-up list. We can only release your child to people listed on it, and photo identification is checked at pick-up. Please see the Daily Departure Section for details.

Other records, such as physicals and immunization records, must be updated throughout the year. When visiting your child's physician for a yearly well-child appointment, please request a copy of the physical and most recent immunization record to provide to the center.

Confidentiality

Confidentiality is a top priority for Playful Scholars. Personal information of families and staff will not be shared for any reason without prior written consent of the individual. When discussing a child's activities and friends in the classrooms, only first names will be used. In situations regarding behavior problems and/or Incident/Accident Reports, names of children involved will never be given to families. Brightwheel is the app used to communicate between parents and staff. Please know that staff can read messages sent via Brightwheel. Please keep Brightwheel communication limited only to information that you do not mind the staff reading.

Photographs and Social Media

Photos and videos are part of daily life at Playful Scholars — teachers share your child's moments with you through Brightwheel, and we occasionally feature classroom activities on our website and social media. The Photo Permission / Non-Permission Form you sign at enrollment tells us exactly how your child's image may be used, and you may update your choices at any time in writing. Children whose families have not given permission are never included in social media or marketing photos, and group photos are planned so that every child's permissions are respected. Children's names are never posted with photos on public platforms.

Right to Reject Application

Playful Scholars reserves the right to accept or reject any child's application at its sole discretion. Decisions are made in the best interest of the child, the safety and well-being of all enrolled children, and the effective operation of the programs. Submission of an application does not guarantee enrollment. Playful Scholars may also decline or discontinue care as described in our Guidance and Behavior and Dismissal policies.

Withdrawal

Playful Scholars requires a minimum of thirty (30) calendar days written notice prior to withdrawal from the program. Written notice must be submitted via Brightwheel or emailed to the Program Director. Tuition remains due through the end of the month of disenrollment. Regardless of attendance. For example, if your child's last day will be the 20th of a month, the full tuition for that month is still due. There will be no prorated tuition. If written notice is not provided prior to the 30 day minimum, you will still be responsible for tuition through the 30 days following the date the center is notified of withdrawal. This policy allows us to responsibly plan enrollment and staffing and maintain the quality of care for all children.

Program Dismissal

Playful Scholars makes every effort to support each child and family, and dismissal is always a last resort. A child's care may be discontinued for the following reasons:

- Non-payment of tuition for a two-month period. Suitable arrangements must be made, and reinstatement may be considered only if all payments have been made in full.
- Ongoing unsafe behavior, when a Behavior Support Plan has been actively followed and reviewed and your child is still not safe in our care. Shown by a serious safety event after the plan is in place, or by no measurable progress toward the plan's written goals. Please see our Guidance and Behavior Policy for more information.
- Inability to safely meet a child's needs, even with reasonable accommodations, as described under Supporting Children with Additional Needs.
- Not a fit during the trial period. If, at the conclusion of the one-month probationary (trial) period for a new student, it appears the student is not a fit for Playful Scholars.

Before any behavior-related dismissal, we will have notified you of concerns and documented them, provided written updates, and partnered with you on a Behavior Support Plan. The Behavior Support Plan also serves as a two-week notice: if its documented review concludes that care cannot safely continue, dismissal takes effect immediately following that review. A final decision will be communicated to you in writing, and tuition will be prorated to your child's last day of attendance.

Tuition

Financial Agreements

During enrollment and any changes to tuition, you will be provided with an Enrollment and Financial Contract. This contract should be carefully reviewed and checked for errors. The contract states the days and hours your child may

be at Playful Scholars as well as the amount due each month. This contract is binding and can only be changed with approval and signatures from you and the Program Director.

Snacks and Supplies

Snacks and supplies are included in tuition. There is no separate supply fee. Daily snacks and pizza Wednesdays are included. No additional pizza money will be collected.

Payment Schedule

Tuition is paid via Brightwheel. Please contact kevin@playfulscholars.us if help is needed to set up payments online via Brightwheel. Tuition is due on the first (1st) of each month. There is a \$40.00 late fee per day for payments not initiated by the fifth (5th) of each month. **No checks or cash will be accepted for tuition or other fees.**

An invoice will be sent via Brightwheel before it is due. If you do not receive an invoice, you are responsible for requesting one.

Electronic Payment fees

-ACH Fee: 0.6%, \$0.25 min, \$2 max

-Card Fee: 2.95%

Subsidized Care - MDHHS

Playful Scholars accepts childcare assistance. You will be responsible for full payments until authorization has been received, and then a monthly copay after a determination amount has been calculated. If at any time assistance is stopped, you will be responsible for full tuition as of the date the assistance ended.

Multiple Child Discount

Families with two or more children enrolled full-time at Playful Scholars are eligible for a 10% discount to be applied to the oldest child's monthly tuition fee.

Insufficient Funds

All payments rejected due to insufficient funds will be charged a \$25.00 penalty. Missed payments and late fees must be paid within seven (7) days. Repeated incidents could result in termination of child care services. A payment plan should be discussed with the Program Director if you are having trouble making tuition payments.

Delinquent Accounts

You will be charged \$40.00 per day starting on the sixth (6th) day of each month. Families that are behind in payments for more than seven (7) days without contacting the Program Director and setting up a payment arrangement may have your child care services terminated. For information about assistance programs that will help cover the cost of child care tuition, please speak with the Program Director. A payment plan must be agreed upon before an account will be considered "in good standing" and no longer eligible for termination. This may require a signed payment plan contract.

Daily Arrival

You are required to accompany your child into the center and classroom and briefly communicate with the teacher about your child's needs that day such as sleep, meals, or temperament. Separation from parents can be challenging at times, which is developmentally appropriate for young children.

For a smoother drop off following the following principles:

- **Establish a routine:** follow the same arrival routine every day. Predictability helps reduce stress.
- **Separate once:** Say goodbye and leave promptly. Returning repeatedly can increase anxiety.
- **Be reliable:** Pick up your child as promised. Children who are picked up late may experience more separation stress. Use concrete time cues your child can understand such as, “after snack” or “before nap.”

Daily Departure

Playful Scholars closes at 6:00 PM, Monday through Friday. If you will be late for your child's designated pick up time, please notify the center as soon as possible. Notifying us helps us plan but the late fee will be applied regardless of notice. Exceptions may be considered for genuine emergencies, but families should always expect the fee to apply.

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, even if the person has picked up before. 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. For safety, children should not run ahead inside or outside the building.

Late Pick-Up Fee

A late pick-up fee of \$5.00 per minute, per child, will be charged after your child's scheduled pick-up time. For school-day families not enrolled in After Care, the fee begins at 3:00 PM. For children enrolled in After Care, and for the Toddler Morning program, the fee begins at your child's scheduled pick-up time — 6:00 PM at close, or 12:00 PM for Toddler Morning. Teachers will record late pick-ups for processing. If a late pick-up fee is charged, you will receive a notice via Brightwheel stating the amount, and the fee will be added to the next month's invoice. Repeated late pick-ups may result in required enrollment in After Care for school-day families, schedule adjustments, or termination of care.

If you do not arrive to pick up your child within fifteen (15) minutes of your child's scheduled pick-up time, staff members will first try to contact you using all appropriate phone numbers provided in the Child Information Record forms. If you are unreachable, staff members will try to contact all emergency contact persons listed for your child. If we have been unable to reach you or any emergency contact within one (1) hour of your child's scheduled pick-up time, the Program Director will be notified and will notify the Michigan Department of Health and Human Services (MDHHS) and/or the local Police Department.

Attendance

Regular attendance is strongly encouraged for the benefit of your child as well as the classroom as a whole. If your child will be absent, please send in a Brightwheel message by 7:00 AM so your child's teacher may make accommodations to the lesson plan and daily schedule.

If your child will be absent for more than five (5) days, the center should be notified in writing via Brightwheel message of the date of the beginning of the absence and the expected return date. Enrollment may be terminated if a child is absent for a period of five (5) days or more if no notice has been received or contact made by the family.

Curriculum

Daily Schedule and Activities

Each program has a daily schedule tailored to each age group. Playful Scholars uses play-based and Child Led curricula and methods. A daily schedule of your child's program will be provided.

The Child Led Experience

An essential part of the Child Led experience, the term 'prepared environment' refers to a classroom that contains all the elements a young child needs to naturally respond to their individual desire to explore and learn. The environment provides the opportunity to take from the surrounding materials, which are child-sized and designed in a meaningful way and aid the child in their discovery of the world around them.

This prepared classroom environment differs from the traditional classrooms as it is a multi-aged environment. Children work and learn from each other as they advance at their own pace. This also builds a sense of family and community, creating opportunities for the younger child to learn from their older classmates while it builds confidence and self-esteem in the older children as they share their knowledge with their younger classmates.

Essentially this prepared environment becomes like a family atmosphere where a child feels safe and comfortable. Along with the prepared environment are the distinct areas of the classroom. Each of the areas deals with certain skills which, as the children explore, all relate back to each other. There are five main areas in a Child Led Classroom: Sensorial, Language, Mathematics, Everyday Living and Geography/Culture.

Sensorial: This area allows the children to explore each concept developing their senses. The children arrange and organize materials according to the concept they are exploring. They train themselves to observe, make comparisons, form judgments, reason and decide while they repetitively use the materials. Work in this area ends up being indirect preparation for later more advanced mathematical concepts.

Everyday Living/Practical Life: The practical life area helps a child explore and participate in hands-on activities that teach the child how to function in the environment around them. Exercises such as pouring, spooning, sorting, food prep, care of self, care of the classroom environment and grace and courtesy are included in their daily lives. The children learn to become independent and confident in their abilities while building their concentration and focus as the child learns simple everyday tasks.

Mathematics: In the beginning the child explores quantity and symbols all in a concrete manner. Sequential materials allow 'hands on' exploration of shapes, relationships, dimensions, and amounts. The child's ability to touch a 'one' or 'hundred' helps them internalize the process of the mathematical concept. The sensorial work carries over into the math area allowing them to begin this concrete exploration and move at their own pace into more abstract concepts.

Geography and Culture: This area encompasses several smaller areas both physical and intellectual. Child Led looks at geography and culture together, working to bring awareness to the child of their place in the universe. Geography begins with the globe and works down through the physical aspects of the earth. Nature exploration brings experiences in biology, botany, and zoology. The children also learn about the people and cultures of our human family, including exploration of our similarities and differences. The art and music included in this area give the children an opportunity to enjoy creative activities.

Language: Child Led exposes children to the sounds letters make as they once again use their senses and movement to physically trace the sandpaper letters through the process. Once they have learned to discriminate a few individual sounds, they begin putting sounds together working forward through this natural progression of learning to read. A very individual approach, which allows the child to develop their reading skills and vocabulary at their own pace. Also included in the Language area are the children's writing skills, which themselves tie back to Everyday Living where the explorations help develop their small motor skills and finger strength.

Additional Classroom Experiences

Free Choice

“Free-play” (also called child-initiated activities, free choices, self selection) activities are incorporated into the children’s schedules. During free-play, teachers actively participate with your child by asking questions about what your children are doing, participating in their pretend play, reading books when prompted, encouraging your child to try new activities or play with a new toy, etc. Free-play is another opportunity for your child to grow socially and cognitively through the development of relationships.

During free choice time, your child can explore and learn through purposeful play in a thoughtfully prepared environment. Your child is encouraged to choose activities that match their interests, helping build independence, confidence, and a love of learning.

Your child may work independently or alongside peers, using hands-on materials that support early skills such as math, problem-solving, language development, fine motor growth, and practical life experiences. The children are free to explore, repeat activities, and follow their curiosity at their own pace.

Teachers observe and gently guide play, offering support, encouragement, and new challenges when your child is ready. This balance of freedom and guidance allows your child to learn naturally through play while developing focus, creativity, problem-solving skills, and social skills.

Outdoor Play

Outdoor play is an essential part of the daily schedule and is thoughtfully incorporated into the daily routine twice a day weather permitting. Staff members actively engage in activities when prompted by the children. Children are encouraged to follow their curiosity outdoors just as they do indoors. Outdoor play is an opportunity to run, jump, climb, and use their bodies in ways that would otherwise be unsafe in an indoor classroom. These large-motor experiences support physical development, body awareness, coordination, and confidence. In addition, a large amount of social interaction takes place when children play outdoors. Because they are so engaged in fewer teacher-directed activities and more child-directed play, children are able to choose their friends and who they wish to interact with.

Teachers are still present and largely engaged during outdoor play, observing children and joining activities when invited or when support is needed. They help extend play, model positive social interactions, and ensure a safe and respectful environment while allowing children the freedom to explore and take appropriate risks.

Outdoor play also plays a vital role in social development. Children learn to negotiate roles, practice taking turns, and build friendships. Daily outdoor play supports the whole child – physically, socially and emotionally – and is an important part of creating a balanced and healthy daily experience.

Children will go outside year-round, including winter. Only during extreme weather conditions will the children remain indoors.

Our teachers refer to the Child Care Weather Watch information from the Michigan Department of Public Health to determine if it is too hot or too cold to play outdoors. It is important for you to send your child in appropriate clothing and outerwear for the weather conditions (e.g. coat, snow pants, boots, gloves, etc.) **Please clearly label all articles of clothing.** Playful Scholars has a few extra hats and mittens, but not enough for every child. If your child is not dressed appropriately for the weather, staff will contact you to provide the appropriate attire.

Nap/Rest time

Michigan child care licensing rules require that all children must be provided with a regularly scheduled nap or resting time. Your child will not be required to sleep but may be encouraged to lie down quietly for a period of time. This allows for the children that do need to sleep the ability to fall asleep in a quiet and distraction free environment. The length of time a child should have to remain resting varies by child. There is no hard and fast rule regarding the maximum amount of time a child should have to remain resting. Children are provided with alternative activities if unable to rest. Nap time and rest time is scheduled from approximately 12:30 PM to 2:00 PM each day, as shown in our Daily Schedule. Exact timing may vary slightly by classroom and age group.

Your child is encouraged to bring a familiar item from home to use during nap/rest time, such as a small blanket and/or stuffed animal. These items will be stored in your child's backpack or nap bag as there is limited space for storage of these items. Please take this into consideration when deciding which items to bring. **All items should be clearly labeled.** All laundry is sent home weekly to be washed on Fridays.

Multimedia

The use of multimedia is an extension of the teaching and learning that takes place in the classrooms. Teachers may select movies, television shows, and/or computer games based on weekly themes. Your child is not required to view the movie or television show, or to play computer games. Instead, this activity is offered as one of several options. All multimedia must have a rating of "PG" or "E" and must possess an educational theme. Children are limited to a specified amount of time per week they may view or use multimedia.

Room	# of Hours Per Week
Toddler	2
Preschool	2
Pre-K	2

Pets and Visiting Animals

Staff may occasionally introduce a class pet to the classroom. Please make sure you share any pet allergies with your student's teachers. Pets and visiting animals that are brought into the classroom must be carefully considered for their temperament, health risks, and appropriateness for young children. All parents must sign a Pet and Visiting Animal Approval form prior to the introduction of the pet into the classroom.

No animal may be brought into Playful Scholars without first notifying and receiving approval from the Program Director. Once approved by the Program Director, pets and visiting animals must have documentation from a licensed veterinarian or animal shelter to show that the animal(s) are fully immunized and that the animal is suitable for contact with children.

Assessments

Playful Scholars will assess students' levels when entering the program and then approximately every three (3) months thereafter. You are encouraged to work with your child's teacher to assess and meet your child's needs.

Parent-Teacher Conferences / Assessment Portfolios

Parent-teacher conferences will typically be held two (2) times per year, as well as each time your child transitions between programs. The goal of the parent-teacher conference is to gain insight into your child's development, both in

the center setting and the home setting. During conferences, your child’s development and any goals you may have for your child will be discussed. You are also encouraged to request a conference whenever necessary.

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. For details on how we partner with families, follow existing plans, and make individualized decisions, see Supporting Children with Additional Needs under Guidance and Behavior.

Right to Refuse Care

At Playful Scholars, the health, safety, and well-being of all children and staff are our top priorities. For this reason, Playful Scholars reserves the right to refuse care or request early pickup when your child cannot safely or comfortably participate in the daily program.

Care may be refused if your child is ill, shows symptoms of a contagious condition, poses a safety risk to themselves or others, requires care beyond what Playful Scholars is licensed or staffed to provide, or does not have the required health documentation on file.

If your child becomes ill or unsafe in care during the day, you will be contacted and expected to arrange prompt pickup.

Playful Scholars is committed to working in partnership with families and approach these situations with care, respect, and the best interest of both your child and the center community. Decisions to refuse care are made thoughtfully and with safety as the guiding priority.

Meals and Snacks ****NO NUTS****

At Playful Scholars children are provided with nutritious snacks throughout the day which are tailored to each classroom’s schedule.

Room	Morning Snack	Lunch From Home	Afternoon Snack	After Care Snack
Toddler	9:30 AM - 10:30 AM	12:00 PM	2:30 PM	4:30 pm
Preschool	10:00 AM - 11:00 AM	12:00 PM	2:00 PM - 3:00 PM	4:30 pm
Pre-K	10:00 AM - 11:00 AM	12:00 PM	2:00 PM - 3:00 PM	4:30 pm

Food Service Policy

Children are encouraged but not forced to try all foods if provided by the school. Please inform your child’s teacher of any dietary restrictions or allergies so substitutes can be made. For certain restrictions families may need to provide food from home.

Children arriving before 9:00 AM may bring breakfast from home to eat during arrival time.

Each student will need to bring lunch from home. The lunch will be kept in a refrigerator in their classroom and set up for them during lunch time. If there is something that needs to be heated up, the teachers will provide that. Wednesdays will be pizza days, each child can have 2 slices of pizza and 2 sides each provided by the school. Please inform us if your child will not be having pizza.

Food From Home

Children are welcome to bring in treats to celebrate a birthday or holiday. Due to various food allergies and dietary restrictions in our classrooms, we recommend supplying store-bought snacks still in the original packaging. Nuts are also not allowed in our classrooms. Please check with your child's teacher before bringing any homemade snacks. A list of healthy snack options approved by the USDA and Michigan Department of Education is available from the Program Director upon request.

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.

Toddler, Preschool and Pre-K Program Supplies

For children in the Toddler, and Preschool programs, parents are asked to provide the following items, if applicable for your child. Diapers (6 daily), wipes, diaper cream, extra clothing, pacifiers, blankets, and 1 stuffed toy for rest time.

Please label all items with your child's name. Pacifiers may be used during rest time but should be kept in your child's cubby or diaper bag at all other times to help reduce the spread of illness.

We also recommend that any new foods be introduced at home first so you can monitor for potential allergic reactions. Please let your child's teacher know on the daily chart which new foods your child has tried.

Additional Items All Parents Need to Provide and Consider Daily

Please send your child with extra clothing, a water bottle, sunscreen, a small blanket for rest, a travel-size pillow, closed toe shoes, and weather-appropriate clothing. Your child should have a complete change of clothing, including underwear, to be kept at school and replenished as needed. All items should be clearly labeled. Your child's teacher will let you know if additional clothing is required or if items are missing.

Children should come to Playful Scholars in comfortable, washable play clothes and shoes, as play is often active and messy. Outdoor play is scheduled as part of our curriculum, so please dress your child appropriately for both indoor and outdoor activities.

All items should be placed in your child's cubby shortly after arrival and clearly labeled. Items of value such as handheld gaming systems or other valuable items should be left at home due to the risk of damage or loss. Playful Scholars is not responsible for lost, stolen, or damaged items.

Toys from Home

To keep our classrooms focused and avoid lost or broken treasures, we ask that children not bring toys from home. A small stuffed animal or comfort item for nap time is always welcome. Items brought from home for show-and-tell or classroom activities will be requested by teachers in advance.

Toilet Training Policy

At Playful Scholars, your child's growth is our top priority. Toilet training is one of the first major milestones in your child's development, and we are dedicated to partnering with your family throughout the process. This section explains what you need to know and how we work together to support your child's success.

Readiness Requirements

Your child should show the following signs of readiness before beginning our toilet training program:

- Staying dry for two (2) or more hours
- Showing interest in using a potty or toilet
- Communicating toileting needs verbally or through gestures
- Following simple two-step directions
- Walking steadily

Note - this is not an exhaustive list. Readiness is assessed together with your child's teacher based on the whole child, and your input is always welcome.

Family Responsibilities

Your family plays an essential role in our toilet training program. We ask that you:

- Keep two (2) full changes of clothing available at all times
- Supply pull-ups, wipes, and any special toileting items your child uses
- Share your home routine and let us know what does and does not work for your child
- Maintain consistent toilet training routines at home
- Remove and replace soiled clothing daily

Program Responsibilities

Playful Scholars is responsible for the following parts of our toilet training program:

- Assisting in determining your child's readiness to begin
- Providing encouragement and consistent communication throughout the program
- Maintaining clean bathroom facilities and following all health and safety procedures

Communication

You can expect us to:

- Share daily updates on your child's successes and challenges, verbally or through Brightwheel
- Provide weekly progress updates and schedule a conference to adjust the program if needed
- Notify you immediately, by Brightwheel or in person, of any major changes or concerns

Accidents

Accidents are a normal part of toilet training. When one occurs, a teacher will:

- Respond calmly and reassure your child
- Help remove soiled clothing and replace it with clean clothes
- Store soiled clothing in a sealed bag to be sent home
- Check your child's spare clothing supply and send a reminder if more is needed
- Document what happened and update you, verbally or through Brightwheel
- Clean and sanitize any affected area

Our Commitment and Timeline

Every child is different, and we are committed to meeting the needs of both the child and the family. Throughout the program, we will:

- Support each child's individual pace, including taking breaks when agreed upon with the family
- Maintain ongoing communication about progress and setbacks
- Adjust the program as needed to fit your child's needs

- Partner with your family toward the shared goal of your child being toilet trained by the start of our Pre-Kindergarten program

Guidance and Behavior

At Playful Scholars our goal is to teach children self-control, responsibility, and positive social skills in a safe, nurturing environment. All staff use positive guidance techniques based on the Conscious Discipline Method, which encourages learning through connection, empathy, and consistency.

Behavior Expectations

The safety of every child in our care is our highest priority. To protect that safety, we ask families to partner with us in upholding clear, consistent behavior expectations. This section explains the behaviors that put children at risk, how our team supports each child, how we document and communicate concerns, and the steps we follow if challenges continue. Our aim is always to keep children safe while giving every child the support and time they need to grow.

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

Unsafe Behaviors

Some behaviors create a risk to the child or to others and call for a prompt, consistent response. We group unsafe behaviors into two levels. Our two levels take into account not only the behavior itself, but the results the behavior has on your child, other children in care, and our teachers. This helps our team respond the same way every time and helps families know what to expect.

Incidents

An incident is an unsafe behavior that is redirected and documented but does not cause injury and is not a serious safety event. Repeated incidents may trigger a pick up. See Behavior Response and Corrective Action section below.

Incidents include:

- Hitting, pushing, shoving, kicking, scratching, or hair-pulling that does not cause injury
- Biting, spitting, or licking that does not break the skin or leave a mark
- Throwing objects when not aimed at a person and no one is hurt
- Bullying or repeated unkind behavior
- Leaving an activity or not staying with the group while still inside a supervised space
- Knocking over, misusing, or mishandling materials

Serious Safety Events

A serious safety event is a behavior that is dangerous on its own, causes injury, or appears on the list below. A single serious safety event results in an immediate pickup. Serious safety events include:

- Choking, strangling, or any attempt to restrict another person's breathing
- Punching
- Any behavior that results in injury to a child or staff member
- Eloping, which means leaving the supervised area, classroom, or building
- Destruction of property
- Any other behavior that staff judge to pose an immediate, serious risk of harm

The same behavior can fall into either group depending on the result. For example, a bite that leaves no mark is an incident, while a bite that breaks the skin is a serious safety event. In this handbook, "injury" means the behavior breaks the skin, leaves a visible mark, draws blood, or requires first aid.

Note - these lists are not exhaustive. Our teachers and staff use their professional judgment to keep every child safe.

How We Support Children

Our teachers are dedicated to helping every child develop the skills to manage big feelings and interact safely. Tools and strategies we use include:

- Breathing exercises and feelings recognition
- Visual timers and transition or warning cues
- Predictable daily schedules
- Calm-down spaces and the option to take a break
- Individualized support based on the child's needs

Note - this list is not exhaustive; our team draws on their training and the resources available to provide the best support they can.

Behavior Documentation and Communication

Clear records help us understand patterns, support each child effectively, and keep families fully informed. When an unsafe behavior occurs, our staff will:

- Document the incident in Brightwheel - the date and time, what happened, what occurred just before (possible triggers), how staff responded, and the outcome
- Notify your family the same day, by Brightwheel message or phone

- Track behaviors over time so that we and your family can see patterns and measure progress
- Partner with you at every step, so you are never surprised by where your child stands in this process

We believe consistent communication between home and school is the most powerful tool for helping a child succeed.

Biting

Biting is common in children under three and is not unexpected at this age. You can support your child at home by watching for triggers such as transitions, hunger, or tiredness; encouraging gentle interactions and words to express needs; and practicing turn-taking and sharing. In the classroom, our staff observe and identify triggers, increase positive attention and structure, teach alternatives to biting, and intervene immediately with firm, calm guidance and redirection. Repeated or severe biting is addressed through the Behavior Response process below.

Behavior Response and Corrective Action

Every child is different, and our response always begins with support and redirection. When unsafe behavior occurs, we follow a consistent, documented process:

Step 1 — Redirection. At the first sign of unsafe behavior, staff calmly remind the child that the behavior is not safe and redirect them to a safe activity. Most situations are resolved here.

Step 2 — Repeated behavior in a day. A child may be picked up for the remainder of the day to reset at home when either the same unsafe behavior continues after repeated redirection (generally more than two reminders), or the child has three documented incidents in a single day. Staff will document each incident and notify your family.

Step 3 — Immediate pickup. Certain behaviors require a child to be picked up right away, regardless of prior reminders, because of the risk involved: choking or strangling another person, punching, eloping from a supervised area or the building, any behavior that results in injury to the child or others, or destruction of property. Staff will contact your family by Brightwheel or phone, and we ask that your child be picked up within one hour of that notice.

Step 4 — Behavior Support Plan. We will meet with you to create a written Behavior Support Plan when your child reaches any of the following, whichever comes first: three documented incidents within a rolling seven days, two behavior pickups within a rolling fourteen days, or a single serious safety event. Together we will identify triggers, set goals, agree on strategies for home and school, and decide how we will measure progress. With your input, we may also suggest outside resources that can help, such as your pediatrician, Early On, your local ISD, or community mental health.

Step 5 — Dismissal. Dismissal is always a last resort. The Behavior Support Plan also serves as a two-week notice and is reviewed with your family after at least two weeks. Dismissal may be considered only if, despite the plan being actively followed, your child is still not safe in our care — shown by a serious safety event after the plan is in place, or by no measurable progress toward the plan's written goals. If the documented plan review concludes that care cannot safely continue, dismissal takes effect immediately following that review, and tuition is prorated to your child's last day of attendance. This is described further in our Dismissal policy.

Destructive or Violent Play

At Playful Scholars there is a strict policy of allowing no weapon play. Your child is not permitted to play with weapons of any type or size or to pretend that other items are weapons, including their fingers, hands, blocks, etc. Redirection should be used when a child is engaging in weapon or violent play. If your child brings a weapon to Playful Scholars the weapon will be placed out of sight and sent home the same day with a note explaining the policy about weapons.

Competitive behavior is minimized in our programs. In young children, competition often increases negative behavior and decreases acceptance of others. Bullying is not considered acceptable behavior. All efforts will be made to guide children in finding appropriate ways to interact with others.

Supporting Children with Additional Needs

Playful Scholars is committed to inclusion and complies with the Americans with Disabilities Act. If your child has a documented disability, a behavior intervention plan, an individualized education or family service plan, or other

special health or developmental needs, we welcome that information and will work with you to support your child. When a child needs additional support, we will:

- Consider each child individually, rather than making assumptions
- Identify reasonable accommodations and modifications that could help your child participate safely and successfully
- Follow an existing plan (such as a BIP, IEP, or IFSP) to the extent we have the training and resources to do so
- Partner with you and, with your permission, with your child's providers

There may be times when, even with reasonable accommodations, we are not able to safely meet a child's needs - for example, if a behavior poses a direct threat to the health or safety of others that cannot be reduced through reasonable means, or if the support required would fundamentally change our program. In those situations we will discuss options openly with you, and care may be adjusted or discontinued. Any such decision is made individually, based on documented efforts, and never on assumptions about a child's diagnosis.

Prohibited Discipline Practices

In accordance with Michigan licensing rules, the following forms of discipline are strictly prohibited at Playful Scholars: hitting, spanking, shaking, biting, pinching, or inflicting any other form of corporal punishment; restricting a child's movement by binding or tying; confining a child in an enclosed area such as a closet, locked room, or box; humiliating, ridiculing, threatening, or deliberately frightening a child; depriving a child of meals, snacks, rest, or necessary toilet use; punishing a child for toileting accidents; and any form of emotional or physical abuse. Any staff member who violates this policy will be subject to immediate disciplinary action, up to and including termination. Parents who believe their child has been subjected to any prohibited practice should contact the Program Director immediately.

Health and Safety Policies

At Playful Scholars your child's health and safety are our top priorities. This section explains what you need to know and do to keep your child safe and healthy at school.

General Illness Guidelines

Your child should stay home or will be sent home if they show signs of illness, including:

- Fever of 100.4 °F or greater (your child should stay home until fever free for 24 hours. Without fever reducing medication)
- Vomiting (your child may return 24 hours after the last episode or with a doctor's note confirming it is not contagious)
- Excessive nasal discharge that cannot be managed in the classroom (young children who cannot yet blow their own nose spread germs quickly and require repeated staff handwashing)
- Diarrhea (your child may return 24 hours after the last episode or with a doctor's note confirming it is not contagious)
- Persistent cough, difficulty breathing, or severe irritability
- Contagious rashes, pink eye, or other communicable illness (your child may return per doctor's instructions)
- Head Lice (your child must be treated at home and checked before returning to school)

Note - this is not an exhaustive list and we ask parents to also use their best judgment and consideration of the staff and other students when deciding to send their child to school or not for illness related concerns.

Sick Child Pick Up

You should pick up your sick child within one hour of notification.

Absence Due To Illness Notification

Call or send a message via Brightwheel by 7:00 AM if your child is ill. Families will be notified of exposures to communicable diseases in the center via Brightwheel.

Medications

Playful Scholars does not administer any medication without written parental authorization.

- Medications must be in the original container and clearly labeled with your child's full name and birthdate
- Only the Program Director or Lead Caregivers may administer medication
- Staff will document the type, dosage, and time the medication is administered
- Unused medication will be returned to you immediately
- Staff does not administer any fever reducers for your child at any age
- Doctor's notes may also be required for special instructions, allergies, or changes in treatment

Health Records and Immunization Requirements

All children must have current physical and immunization records on file. A physical evaluation must be on file within 30 days of your child's initial attendance. Physical evaluations must be updated on the following schedule per Michigan licensing rules: every thirteen (13) months for children (under 30 months), and every two (2) years for preschoolers (30 months and older). If your child's records are due for an update, the center will notify you in advance.

All children must have current immunization records on file at the time of enrollment in accordance with R 400.8112. Immunization records must be updated as new doses are received. Playful Scholars accepts the following in lieu of completed immunizations: a medical contraindication form signed by a licensed physician stating why the child cannot receive immunizations, or a certified non-medical waiver on the official form prescribed by the Michigan Department of Health and Human Services, signed by the parent, stating immunizations are not being administered due to religious, medical, or other reasons. Children whose immunizations are in progress due to age-appropriate dose waiting periods may remain enrolled with documentation showing the child is in the process of complying with all requirements.

Children with allergies or special health care needs must have an Action Plan or Emergency Care Plan on file. Staff review and follow these plans to ensure your child's safety.

Accidents and Incidents

All accidents and incidents will be documented in Brightwheel and reviewed by the Program Director. You will be notified as soon as the situation responsibly allows via Brightwheel . Any child who is ill or injured will remain under staff supervision until picked up. All injuries or incidents that occur over the shoulders does require a phone call to a parent.

Handwashing and Hygiene

Frequent handwashing is required for children and staff to reduce the spread of illness. Children will wash hands:

- Upon arrival and when changing classrooms
- Before and after meals
- After using the toilet or diaper changes
- After outdoor play
- After handling pets, animals, or sensory materials

Emergency Medical Care

You must complete and keep up to date the State of Michigan Child Information Record form. In an emergency, staff will contact you or authorized contacts immediately. If urgent medical care is needed, staff will call 911 and accompany your child to the hospital with all necessary records.

Sunscreen and Insect Repellent

You must provide sunscreen for outdoor activities. Staff will apply sunscreen only with a signed permission form on file.

Field Trips

Field trips extend learning beyond our classrooms and are planned with safety as the first priority.

Permission. Supervised walking trips in our surrounding neighborhood, such as visits to nearby parks or the library, are covered by the Annual Field Trip & Off-Site Activity Permission Form signed at enrollment. Any trip involving vehicle transportation requires a separate, signed One Time Field Trip Permission Slip for each trip, listing the destination, date, times, and how children will travel. General or verbal permission is not accepted for transported trips.

Supervision. Required staff-to-child ratios are maintained throughout every trip, with additional supervision planned for the setting. Staff take attendance at departure, at arrival, upon leaving the destination, and upon return, and carry first aid supplies and each child's emergency contact information.

Transportation. The method of transportation is stated on each permission slip. When travel is by vehicle, families are responsible for providing an appropriate car seat or booster seat for their child on the day of the trip. Children are never transported without written permission.

If your child does not participate. If you choose not to give permission, your child may remain at the center when staffing and ratios allow. If a trip involves your child's entire program and on-site care is not available that day, we will notify you in advance so you can make arrangements.

Accommodations. Trips are planned so every child can take part. If your child needs support or accommodations to participate, please talk with the Program Director when the permission slip goes home so we can plan together. Water play at the center, such as sprinklers and water tables, is covered by the annual Water Activities Permission Form signed at enrollment and does not require a separate slip.

Emergency Procedures

Fire, Tornado, Bomb, or Other Emergency Situations

Fire regulations and tornado warning procedures are posted near the exits in each classroom. Playful Scholars conducts emergency drills on the following schedule in compliance with Michigan licensing rules: fire drills are conducted at least once every three (3) months; tornado drills are conducted at least twice between the months of March and November; and other emergency drills, including lockdown and shelter-in-place, are conducted at least once per year. All classrooms are required to participate in every drill. A written log of all drills is maintained on file at the center. In the event of a fire, bomb threat, or other evacuation emergencies, the children and teachers will immediately leave the building and go to each classroom's designated spot. Once all children are accounted for, all classes will meet at a designated location.

In case of a tornado, each classroom has a designated area to seek shelter until the emergency is over. Parents will be notified as soon as safely possible following an emergency situation. For the safety of children, parents, and staff, we ask that you do not attempt to pick up your child during an emergency situation.

Missing or Abducted Child

In the event of a missing child, the Lead Teacher will search for the child in the immediate area while another staff member informs the Program Director to help with the search. If the child cannot be located in a reasonable amount of time, the Program Director will notify the local Police Department and will notify you. In the event of an abducted child, the Staff member must immediately contact the Program Director and the Local Police Department and will notify you.

Power Failure

Staff members and children will remain in the classroom and if safe and possible, and will proceed with activities as usual. If this situation requires it they may go to the outdoor playground until power resumes. If power cannot be restored within a reasonable amount of time, the center will close and you will be contacted. The Program Director is responsible for contacting you to inform you of the closing and of the need to immediately pick up your child.

Licensing Notebook

Playful Scholars 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.

Home and School Partnership

Family Partnership

At Playful Scholars we know that children thrive when families and teachers work together. Your active involvement, communication, and collaboration with our staff are essential to support your child's learning, development, and well-being. Many of our policies, routines, and guidance strategies rely on a strong partnership between home and school.

Brightwheel

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

New Family Orientation

Each new family is encouraged to schedule a New Family Orientation with the Program Director typically five (5) days before your child's first day. During this time, families can drop off routine care items like diapers, comfort items, etc. You can also participate in a portion of classroom activities with your child, review important policies and procedures, and also complete required enrollment paperwork.

This orientation also establishes the foundation for your partnership with Playful Scholars and ensures that you are fully familiar with your child's routines and needs.

Newsletters and Calendars

Monthly calendars will be posted in your child's classroom and sent via Brightwheel. These updates will include weekly themes and lesson highlights along with announcements about center events and activities.

Cultural Competence

At Playful Scholars we value each child and family's culture, faith, language, and traditions. We support cultural competence by:

- Treating families with respect and sensitivity from the first meeting
- Considering financial limitations when planning activities
- Learning about each family's culture, traditions, and home language
- Encouraging families to share this information to inform meals, holiday recognition, and classroom activities
- Inviting families to participate in classroom events and volunteer opportunities
- Supporting children in maintaining their home language with guidance from parents if English is a second language
- Providing ongoing staff training to enhance knowledge of culture, language, and diversity

Family Code of Conduct

Our teachers dedicate themselves to caring for your children, and a respectful partnership between families and staff is essential to a healthy school community. By enrolling at Playful Scholars, families agree to:

- Treat all teachers, staff, children, and other families with courtesy and respect
- Raise questions or concerns calmly and privately with the teacher or Program Director, never in front of children
- Refrain from yelling, profanity, threats, intimidation, or disparaging remarks on our premises, on social media, or in communications with staff
- Follow all center policies, including arrival, departure, and health procedures

Disrespectful or aggressive behavior toward our staff or others in our care community may result in restricted access to the center and, in serious or repeated cases, disenrollment from the program.

Program Evaluations

You may be asked to complete a brief program evaluation annually. Feedback is used to improve the quality of care and the overall Playful Scholars experience. Your perspectives are valued and directly influence program planning and improvements.

Questions or Concerns

If you have questions or concerns you should first speak directly with your child's teacher. If the issue is not resolved, the Program Director is available to assist and can be reached at (989) 835-3999.

CONTACT LIST

Center Phone Number

(989) 835-3999

Program Director

Jamie Bacon

jamie@playfulscholars.us

Assistant Program Director

Erica Grenesko

erica@playfulscholars.us

Chief Operating Officer (COO)

Kevin Marshall

kevin@playfulscholars.us

Appendix On Following Page

PLAYFUL SCHOLARS

CHILDCARE & PRESCHOOL

Initial Application Form

\$99 Non-Refundable Application Fee Per Child

Child Information

Child's Full Name	Date of Birth
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Parent / Guardian Information

Parent/Guardian 1 — Name	Cell
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Parent/Guardian 1 — Email	Work Phone
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Parent/Guardian 2 — Name	Cell
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Parent/Guardian 2 — Email	Work Phone
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Program Selection

School Day: 7:00 AM – 3:00 PM | After Care: 3:00 PM – 6:00 PM (+\$25/wk) | Toddler Morning: 7:00 AM – 12:00 PM. All programs run Monday–Friday. Snacks and supplies included. Weekly rates are billed monthly.

Program	Schedule	Weekly Rate	Weekly w/ After Care
Toddler — Full Day (18M–30M)	7:00 AM – 3:00 PM	\$250	\$275
Toddler — Morning (18M–30M)	7:00 AM – 12:00 PM	\$175	Not available
Preschool (30M–48M)	7:00 AM – 3:00 PM	\$225	\$250
Pre-K (48M–72M)	7:00 AM – 3:00 PM	\$225	\$250

Please select one program:

- Toddler — Full Day (\$250/wk) Toddler — Morning (\$175/wk) Preschool (\$225/wk) Pre-K (\$225/wk)

After Care (full-day programs only):

- YES — enroll in After Care, 3:00–6:00 PM (+\$25/wk) NO — 3:00 PM pick-up

After Care is an enrollment-based program for the full school year. Please see the Family Handbook for details.

Requested Start Date	Age at Start Date
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Special Requests, Food Allergies, or Other Notes

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Check this box if your child has allergies, allowing permission to post allergy information inside the classroom and food preparation areas

Please return this form with your \$99 non-refundable application fee to complete your application.

Parent / Guardian Signature	Date
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PLAYFUL SCHOLARS
CHILDCARE & PRESCHOOL

Family Handbook Acknowledgement

By signing below, I _____ the parent/guardian of _____ acknowledge that I have received and reviewed the Playful Scholars Family Handbook, which contains written information covering the areas required by Michigan Administrative Rule R 400.8113, including:

- Admission and withdrawal policies
- Schedule of operation and calendar
- Fees and tuition policies
- Guidance and discipline policy
- Food service policy
- Program philosophy
- Daily routine and schedule
- Parent notification plan for accidents, injuries, incidents, and illnesses
- Medication policy
- Exclusion policy for child illnesses
- Availability of the center's licensing notebook
- Pet and visiting animal policy
- Health and emergency policies

I understand that it is my responsibility to read the Family Handbook in its entirety and to ask questions about any policies I do not understand.

I further understand that the \$99 non-refundable application fee per child must be paid in full prior to my application being processed.

Family Code of Conduct

Our teachers dedicate themselves to caring for your children, and a respectful partnership between families and staff is essential to a healthy school community. By enrolling at Playful Scholars, I agree to:

- Treat all teachers, staff, children, and other families with courtesy and respect
- Raise questions or concerns calmly and privately with the teacher or Program Director, never in front of children
- Refrain from yelling, profanity, threats, intimidation, or disparaging remarks on our premises, on social media, or in communications with staff
- Follow all center policies, including arrival, departure, and health procedures

I understand that disrespectful or aggressive behavior toward staff or others in the care community may result in restricted access to the center and, in serious or repeated cases, disenrollment from the program.

My signature below confirms that I have received and reviewed the Family Handbook and that I agree to the Family Code of Conduct.

Parent / Guardian Signature	Date
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PLAYFUL SCHOLARS
CHILDCARE & PRESCHOOL
Multi-Age Program Acknowledgement
Parental Permission for Enrollment Application

I _____ the parent/guardian of _____ understand that by applying to enroll my child at Playful Scholars Childcare & Preschool, he/she will be in a classroom with children of similar ages within one of the following programs:

- Toddler (18 months to 30 months)
- Preschool (30 months to 48 months)
- Pre-K (48 months to 72 months)

I also understand that within the daily school environment and overall program, there may be times when my child will interact with children outside of their assigned program, such as during arrival and departure, After Care, outdoor play, and special activities. All required staff-to-child ratios are maintained at all times.

My signature below indicates my understanding of and permission for my child's enrollment application in the above stated program.

Parent / Guardian Signature	Date
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Playful Scholars Childcare & Preschool | 4611 Swede Ave., Midland, MI 48642 | (989) 835-3999