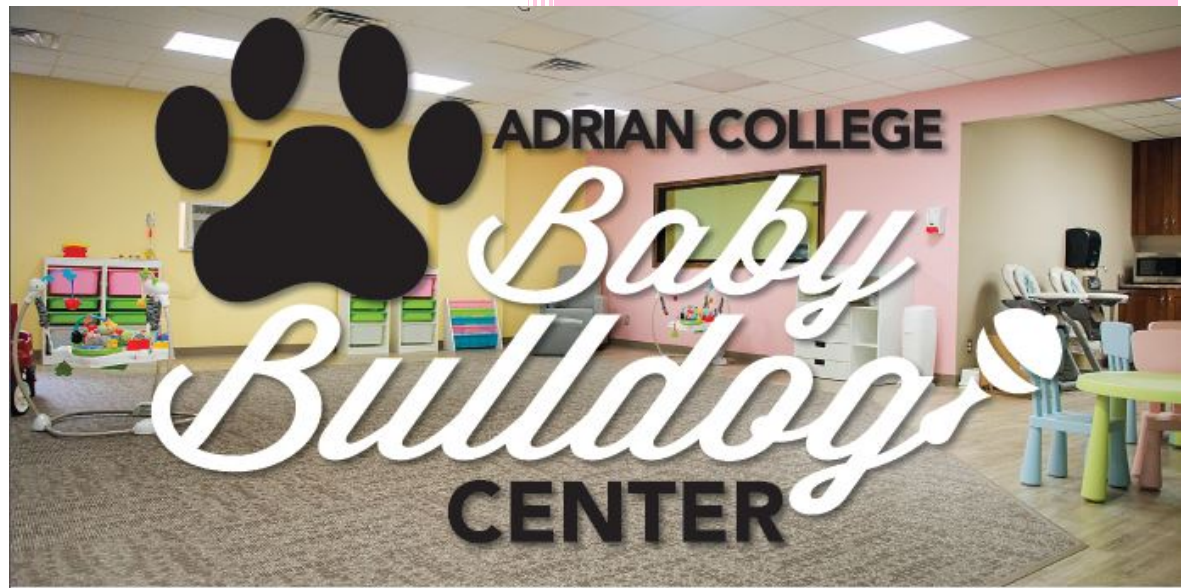


2016

PARENT HANDBOOK





## *Adrian College*

### **The Adrian College Baby Bulldog Center Parent Handbook and Operational Policies (R400.8146)**

(This program's policies, procedures, and systems are subject to change at any time)

(Adapted from: Wichita State University Child Development Center Parent Handbook (2016).  
<http://webs.wichita.edu/?u=childdev&p=/parenthandbook/>)

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## **Introduction**

This handbook is designed to provide you with information about the policies, procedures, and systems for the Adrian College Baby Bulldog Center. The policies, procedures, and systems outlined in this handbook are subject to change at any time to rectify any conflict with state and federal laws, Board of Trustees policies, or policies of Adrian College.

This program's policies, procedures, and systems are intended and designed to support and facilitate the operation of a high-quality infant and toddler care center that focuses on the well-being and best interests of the children who are enrolled at the Adrian College Baby Bulldog Center. The failure of a parent/guardian to support or follow this program's policies, procedures, and systems will be grounds for termination of their child's enrollment.

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## **History**

The Adrian College Baby Bulldog Center was established in August 2016 in response to numerous "Dinner and Dialogue" sessions documenting the need and want for child care on our campus.

The Adrian College Baby Bulldog Center provides care for children of Adrian College students, faculty, staff, alumni as well as community members. The Adrian College Baby Bulldog Center is a component of the Teacher Education Department. The Adrian College Baby Bulldog Center is licensed by the State of Michigan and continuously works to attain, sustain, and exceed licensing standards.

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## Mission Statement

The Adrian College Baby Bulldog Center is dedicated to serving the needs of infants and toddlers by providing a high-quality, culturally diverse early childhood education program within a safe, nurturing environment all the while effectively implementing this program's policies, procedures, and systems that support effective staff and strong personnel, fiscal, and program management so all children, families, and staff have high-quality experiences (NAEYC, 2005). The Adrian College Baby Bulldog Center utilizes a curriculum that promotes learning and fosters the physical, social, emotional, language, creative, cultural, and cognitive development of each child through the use of Developmentally Appropriate Practice (National Association for the Education of Young Children [NAEYC], 2005, 2009) via the Creative Curriculum for Infants, Toddlers and Twos (2016) (<http://shop.teachingstrategies.com/page/76108-Creative-Curriculum-Infants-Toddlers-Twos.cfm>). This curriculum supports developmentally appropriate practice of infants and toddlers (NAEYC, 2016):

- Young infants (0 to 9 months) seek **security**.
- Mobile infants (8 to 18 months) are eager to **explore**.
- Toddlers (16 to 36 months) are working on their **identity**; they want to know who they are and who's in charge.

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## Philosophy

As we understand that children, their families, and society benefit from high-quality early childhood education programs, it is the philosophy of the Adrian College Baby Bulldog Center and its staff to foster positive relationships and encourage every individual's sense of worth and belonging as part of a community (NAEYC, 2005). The Adrian College Baby Bulldog Center functions to create and sustain collaborative relationships with each child's family and is sensitive to family composition, language, and culture to cultivate children's development in all settings (NAEYC, 2005). As children learn best through play, interactions, and experiences, classroom zones are organized around centers and play areas that include art, math, science, language arts, blocks, dramatic play, cooking and nutrition focused on the total development of the child.

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## **Program Goals**

The program goals of the Adrian College Baby Bulldog Center are structured around the Adrian College Ribbons of Excellence:

### **CARING FOR HUMANITY AND THE WORLD**

- To differentiate instruction.
- To hold high expectations for all.
- To establish a safe and nurturing learning environment.
- To examine and respect multiple perspectives and ways of thinking.
- To demonstrate professional ethics.
- To provide quality care for children and support for parents/guardians.

### **LEARNING THROUGHOUT A LIFETIME**

- To equip students with disciplinary tools, skills, and content.
- To strengthen thinking, problem solving, and teamwork skills.
- To identify and apply technological solutions.
- To set and pursue goals for continued growth.
- To provide job opportunities and field experience for Adrian College students pursuing a degree in Early Childhood Education, Elementary Education, or another related field.

### **THINKING CRITICALLY**

- To support student growth.
- To monitor and guide student progress through ongoing assessment.
- To utilize curriculum standards, educational research, and professional resources.
- To provide exemplary early childhood education by offering a continuum of services to meet the needs of families.

### **CROSSING BOUNDARIES and DISCIPLINES**

- To implement interdisciplinary approaches.
- To work collaboratively.
- To provide a stimulating, multicultural environment with developmentally appropriate activities for intellectual, emotional, social and physical growth (NAEYC, 2009).
- To develop and maintain partnerships with other departments on campus.

### **DEVELOPING CREATIVITY**

- To prepare and lead engaging instruction.
- To develop a myriad of strategies to engage students in learning.

- To provide a quality program to meet the needs of each child and their family.
- To provide each child the opportunity to experience a fun and nurturing environment while supporting the development of a self-reliant child and positive attitudes.

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## **Accident Reports**

If a child is injured at the Adrian College Baby Bulldog Center, the teacher in charge will administer first aid and then complete an Accident Report Form describing the injury. An Accident Report Form will be filled when an injury occurs. Injuries may include but are not limited to: a mark, bump, scrape, bruise or cut on the skin; if it involves a burn; any injury involving the head, even if there are no visible signs of the injury; if a child bites/is bitten. The purpose of the form is to notify parents of the injury, how it happened, and what steps we took to administer first aid and to correct (if possible) the circumstances that caused the injury. We also document anything injury that is visible on the child upon arrival each day.

A parent must sign the form to acknowledge that he/she is aware of the child's injury. The parent gets the original of the form the day of the injury; one copy will be kept in the office. The parent will be notified by phone of the injury if it is a head injury, a bite that breaks the skin, an allergic reaction, and any injury that might need medical attention.

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## **Alcohol, Illicit Drugs, and Tobacco**

The use of alcohol, illicit drugs, or tobacco products is not permitted on the Adrian College campus and, therefore, is not permitted in the Adrian College Baby Bulldog Center, or on the playground. Please see the Adrian College Policy Handbook for additional information.

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## **Attendance**

The Adrian College Baby Bulldog Center opens at 7:00 a.m. If you arrive early please wait until then to enter the building. This ensures that your child's teacher is in the classroom and ready to begin the day. Parents/guardians must always sign their child in and out of the classroom. Upon your child's arrival and departure, please be sure a staff member in your child's classroom is aware that you are present and either dropping off or taking your child home. Share information that will help teachers with your child; in turn they will share information about your child's day.

Please be extremely quiet when dropping your child off while other children are napping.

It is important that the list of other individuals who may pick up your child be written on the designated enrollment form and kept current. Both your child's teacher and office staff need to be informed via written and verbal communication when reporting any changes. Authorized persons must be at least 18 years of age.

Staff will ask for photo ID to verify that the person who is picking up your child is authorized and on the form. Constant supervision of the children is our primary concern. Parents/guardians are required to accompany their child to the Adrian College Baby Bulldog Center and cannot leave until the child is under direct supervision of a staff member.

Please contact your child's teacher at 517-264-3989, as soon as possible when your child is unable to attend for whatever reason, or if your schedule has changed for the day and you will be coming in later than normal. It is important the classroom knows if a child is attending to ensure adequate staffing. If a phone call is not received, the teacher may e-mail or call to find out if your child will be attending.

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### **Authorized Adults / Signing In and Out**

Parents/guardians must sign their child in and out every day using the system in the classroom. A parent/guardian must designate, in writing, all other adults who may pick up their child from the Adrian College Baby Bulldog Center.

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### **Babysitting Policy**

We take great pride in the high quality child care services we provide at the Adrian College Baby Bulldog Center. While at the Adrian College Baby Bulldog Center, staff and volunteers are under the supervision of the director and teachers professionally trained in early childhood education. However, because we have no supervisory authority or control over staff and volunteers who provide babysitting services away from or outside of the Adrian College Baby Bulldog Center's premises, we cannot be responsible for their acts while engaged in such activity.

Therefore, the Adrian College Baby Bulldog Center does not recommend or become involved in the recommendation of any of our staff or volunteers for outside babysitting away from the Adrian College Baby Bulldog Center's premises. Any arrangement for such services is strictly between you and the staff member or volunteer.

The Adrian College Baby Bulldog Center is not a party to any outside babysitting agreement nor can the Adrian College Baby Bulldog Center make any guarantees, warranty, or representations

as to any outside babysitting services. Please be advised that should you engage the services of any Adrian College Baby Bulldog Center staff member for babysitting services away from or outside of the Adrian College Baby Bulldog Center's premises, the Adrian College Baby Bulldog Center will not be responsible or liable for any acts or omissions in connection with such services, or for any Adrian College Baby Bulldog Center staff member while providing such services.

If a staff member transports your child from the Adrian College Baby Bulldog Center premises as part of any babysitting services away from the Adrian College Baby Bulldog Center premises, the Adrian College Baby Bulldog Center is not responsible for any injuries that may be incurred during that transportation.

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## **Birthdays**

Parents/guardians may bring treats for birthday celebrations. Due to an increasing number of children with various allergies (peanut, latex balloons, etc.) please check with your child's teacher to discuss what is appropriate. Ideas include fresh fruits or vegetables, cheese and crackers, or non-food activities such as reading a book to the class.

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## **Building Security**

The entrance to the Adrian College Baby Bulldog Center is locked at all times. Adrian College Baby Bulldog Center parents/guardians and staff are given confidential codes which allow them access to the room. All others are allowed into the building by administrative personnel. We require that any person who is not familiar to the administrative staff or teachers to show ID. Please be mindful of this when someone is picking up your child who does not normally do so. Please do not let anyone trail behind you into the building that you do not know.

Please do not speed into or out of the parking lot. This is to keep everyone safe going to and from the building. We expect parents/guardians to use the safe practice of placing children in age appropriate car seats in the back seat of your car and buckle them in before you leave, it's the law. Please do not leave your car running and NEVER leave children unsupervised in the cars alone.

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## **Calendar of Events**



A calendar of events is listed on our parent website through Shutterfly. This calendar lists special events, closures, and other important information.

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## Child Abuse/Neglect

- **Mandated Reporters Are Required by Law to Report (MDHHS, 2016).**  
[http://www.michigan.gov/mdhhs/0,5885,7-339-73971\\_7119\\_50648\\_7193\\_7812-157836--,00.html](http://www.michigan.gov/mdhhs/0,5885,7-339-73971_7119_50648_7193_7812-157836--,00.html))

Michigan Child Protection Law requires certain professionals to report their suspicions of child abuse or neglect to Children's Protective Services (CPS) at the Department of Human Services (DHS) including regulated child care providers (MDHHS, 2016).

If a staff member suspects that the person picking up a child is under the influence of alcohol or drugs, another person authorized to pick up the child will be called. The safety and well-being of the children in our care is of primary importance. If any child care staff believes that an adult who is picking up a child is not in a condition to drive or adequately care for the child safety, the staff will bring it to the attention of the Director or the Administrative Assistant, immediately and not release the child to the adult until the child's safety is assured. Staff will offer to call a cab for the person or call another authorized adult to assist in picking up the child. Determining whether or not to release a child in this situation is difficult for the parent/guardian, the child and the staff member. The Campus Safety Department stand ready to assist us in any decision we make.

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## Children's Records (R400.8143)

Without legal process, children's records are open only to the child's teacher, authorized staff of the Adrian College Baby Bulldog Center and the child's parent or legal guardian. A copy of a child's medical record may be provided upon request at the time a child is withdrawn.

- (1) At the time of the child's initial attendance, the center will obtain a child information card, using a form provided by the department or a comparable substitute, completed and signed by the parent/guardian, and the center will keep it on file and accessible in the center.
- (2) Child information cards will be reviewed and updated by parent/guardian at least annually and when the center becomes aware of changes.
- (3) At the time of initial attendance, 1 of the following will be obtained and kept on file and accessible in the center for children under school-age:

- (a) A certificate of immunization showing a minimum of 1 dose of each immunizing agent specified by the department of community health.
  - (b) A copy of a waiver addressed to the department of community health and signed by the parent/guardian stating immunizations are not being administered due to religious, medical, or other reasons.
- (4) When a child under school-age whose immunizations were not up-to-date at the time of enrollment has been in attendance for 4 months, an updated certificate showing completion of all additional immunization requirements as specified by the department of community health will be kept on file unless there is a signed statement by a licensed health care provider stating immunizations are in progress.
- (5) Under section 9211 of 1978 PA 368, MCL 333.9211(2), immunizations will be reported to the department of community health for all children enrolled using the method established by the department of community health by October 1 of each year.
- (6) Within 30 days of initial attendance, 1 of the following will be obtained and kept on file and accessible in the center:
- (a) For infants: A physical evaluation performed within the preceding 3 months signed by a licensed health care provider. Restrictions will be noted.
  - (b) For toddlers: A physical evaluation performed within the preceding 6 months signed by a licensed health care provider. Restrictions will be noted.
  - (c) For preschoolers: A physical evaluation performed within the preceding year signed by a licensed health care provider. Any restrictions will be noted.
- (7) Physical evaluations will be updated as follows:
- (a) Yearly for infants and toddlers.
  - (b) Every 2 years for preschoolers.
- (8) Upon enrollment and annually thereafter, the center will obtain and keep on file at the center a signed statement from the school-age child's parent/guardian confirming all of the following:
- (a) The child is in good health with activity restrictions noted.
  - (b) The child's immunizations are up-to-date.
  - (c) The immunization record or appropriate waiver is on file with the child's school.
- (9) The center will assure that if a parent/guardian objects to a physical examination or medical treatment on religious grounds, then the parent/guardian provides a signed statement annually that the child is in good health and that the parent/guardian assumes responsibility for the child's state of health while at the center.
- (10) The center will maintain an accurate record of daily attendance at the center that includes each child's first and last name and each child's arrival and departure time.
- (11) Parent/guardian's written permission for the child's participation in field trips will be obtained at the time of enrollment or before each field trip and kept on file at the center.

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## **Communication**

Parents are communicated with daily both at drop off and pick up.

We are interested in concerns and questions of parents/guardians. If you have a concern or a question regarding something in the classroom, please go to the classroom Lead Teacher first. You might want to ask for a conference with the Lead Teacher to allow for privacy and sufficient time to discuss anything that you need to. It is difficult for teachers to carry on a conversation in the classroom and monitor the children in his/her care at the same time. If you still feel like you are not satisfied or have any further questions, please come see the Director.

Staff are scheduled to work hours which will allow parents/guardians an opportunity to briefly talk with the lead teacher on a daily basis. It is important to inform the staff of changes and events in your child's life so they can be more effective in responding to and meeting his or her needs.

Each child has a folder in the classroom. Please check your child's folder daily for important information and papers.

Your child also has a small cubby area with his or her name on it. This is where your child's coat and small personal belongings can be kept, including papers to take home.

An Adrian College Baby Bulldog Center newsletter is published regularly as a general way to communicate information and events; it is also emailed to parents/guardians.

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## **Discipline Policy (R400.8140 [4])**

Our discipline policy is age appropriate and is provided to all staff and parents/guardians (NAEYC, 2016).

Teachers use many techniques to assist children in resolving conflicts. Although methods vary depending on children's ages and the severity of the situation, all teach problem-solving skills and instill an intrinsically motivated sense of right and wrong. Teachers use the following techniques when dealing with conflict situations:

### Conscious Discipline

- Limit setting: Children are given basic, clear and concise rules to guide their behavior. Boundaries and expectations expand as children develop.

- Consistency: So children know what to expect, limits and expectations are consistent throughout the classes and all adults respond in a similar way to conflict situations.
- Tone: A kind yet serious tone delivered by intervening adults reinforces children's sense of security and lets them know the situation is under control.
- Modeling: Adults clearly demonstrate compassionate, caring behaviors that set examples for children to follow.
- Passive intervention: Teachers give children time to work through their own problems, but are there to help if things escalate to destructive or aggressive behavior.
- Physical intervention: Children are physically separated if they begin to hurt each other.
- Identifying/ interpreting: Teachers clarify problems, diffuse tension and facilitate problem solving.
- Validating feelings: Acknowledging one's own emotions and those of other children facilitates learning.
- Generating options/solutions: Children are given tools to settle conflicts (negotiate, make retribution, collaborate, etc.).
- Redirection: A request to stop a negative behavior is accompanied by a suggestion for an appropriate behavior to replace it.
- Natural consequences: Teachers point out and reinforce natural consequences as they occur. Children see the results of their own behavior and begin to modify it accordingly. "You threw sand after we asked you not to. Now you need to leave the sandbox and find a different area to play in."

Teachers will plan their programs as to minimize behavior problems by:

- Planning a program that is appropriate for the age and individual levels of the children.
- Providing a balance between active/quiet and self-directed/teacher-directed activities.
- Carefully planning transitions between activities.
- Focusing 100% attention on the children, guiding their behavior, facilitating their learning, interacting (including listening, listening, listening) and encouraging them as they meet and strive to overcome new challenges.

### Do's and Don'ts

Do say	Don't say
Sit down when you slide.	Don't stand up when you slide.
Dig in the sand.	Don't throw the sand.
Keep the puzzle on the table.	Don't dump the puzzle on the floor.
Turn the pages carefully.	Don't tear the book.
Talk in a quiet voice.	Shut up! Don't shout.

Time to go inside.	Should we go inside?
Wash your hands.	Do you want to wash your hands?

## DO

1. Speak in a calm, kind voice.
2. Speak directly to the child; do not call across a room.
3. Speak in short, meaningful sentences appropriate to the child's level of understanding. Begin the sentence with the child's name.
4. Get down on the child's level if possible so that the child can see your face.
5. Keep your emotions under control.
6. Praise the child for appropriate actions.

## DON'T

1. Make fun (harass, humiliate, name call, embarrass) the child.
2. Give the child a choice if he cannot, in reality, have a choice
3. Compare the child with another child. "See how clean Johnny's table is."
4. Be dishonest with the child. "Johnny didn't mean to hit you."
5. Make a child feel guilty by saying "I'm ashamed of you." Instead express your feelings "That makes me angry when you do that."
6. Make a child feel inferior by saying, "You're big now. Only babies cry."
7. Make a child say they are sorry.

- **Biting**

Biting is a natural developmental stage that many children go through. It is usually a temporary condition that is most common between thirteen and twenty-four months of age; but can be seen after in some cases. The safety of the children at the Adrian College Baby Bulldog Center is our primary concern. Our biting policy addresses the actions the staff will take if a biting incident occurs.

Toddlers bite other toddlers for many different reasons. A child might be teething or overly tired and frustrated. He or she might be experimenting or trying to get the attention of the teacher or his peers. Toddlers have poor verbal skills and are impulsive without a lot of self-control. Sometimes biting occurs for no apparent reason. The Adrian College Baby Bulldog Center will encourage the children to "use their words" if they become angry or frustrated. The staff members will maintain a close and constant supervision of the children at all times.

The following steps will be taken if a biting incident occurs at the Adrian College Baby Bulldog Center:

- The biting will be interrupted with a firm "Ouch, biting hurts".
- Staff will stay calm and will not overreact.

- The bitten child will be comforted.
- Staff will remove the biter from the situation. The biter will be given something to do that is satisfying.
- The wound of the bitten child will be assessed and cleansed with soap and water. If it is determined that there was a blood exposure further steps need to be taken.
- The parents/guardians of both children will be notified of the biting incident. Appropriate forms will be filled out.
- Confidentiality of all children involved will be maintained.

If we see that there is a consistent biter these steps will be taken.

- The biter will be shadowed by an adult at all times. They will be given the tools to help when a situation arises so that the child does not bite. If the teacher sees that the biting is subsiding and the biter is using words, then the shadowing technique will subside so that the child will have the opportunity to use the tools that were given to them on their own.
- If the teacher sees that the shadowing technique is not working a touch rule will be implemented. This is where the child has to be physically touched by an adult at all times, i.e. holding their hand, touching their back, having them sit in their lap. This will ensure that the child has no opportunity to be close enough to a child to bite. This will be in place until the teacher decides to go back to a shadowing technique.

If after both of the techniques are in place and there is still no improvement or the child continually goes back to biting, other interventions may be implemented. These will include but are not limited to a behavior specialist brought in, suspension of the biter, parent/guardian observations, behavior charts implemented and in a last resort termination of the child's contract.

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### **Dismissal of Your Child - Behavior**

It is part of our responsibility to teach your children to participate, cooperate and be a responsible member of the group. On occasion, a child's behavior may place the child and/or other children in danger or interfere with the focus of the Adrian College Baby Bulldog Center. In the event of such behaviors, our policy is as follows:

1. Staff will document/keep a record of behaviors.
2. Staff will inform and discuss with parents/guardians any behavior by their child which becomes persistently disruptive, which is not alleviated significantly by individualized behavior guidance techniques.
3. If the behavior persists, the staff will seek administrative support and guidance from the Director and/or other infant and toddler professionals. At this point, the teacher will notify the parent/guardian that the teacher has requested support from the Director and/or other infant and toddler professionals and classroom observations will be scheduled.

Upon completing observations, the Director and teacher will meet to discuss possible courses of action. A plan for improvement will be designed and agreed upon by the school and parents/guardians. The plan may include a requirement for outside professional consultation testing or services.

4. If parents/guardians do not choose or cannot provide support for the school, or even with the parent/guardian's support, the plan fails to improve the behavior, the Adrian College Baby Bulldog Center reserves the right to terminate enrollment. Written notice two weeks prior to termination of a child's enrollment will be given UNLESS the behavior warrants immediate termination. The Adrian College Baby Bulldog Center Director has the discretion to make this decision.

It is extremely important that the Adrian College Baby Bulldog Center staff and the parents/guardians work together to help the child learn to control his/her behavior. We all want your child to be a successful and responsible person.

There are times when children will exhibit severe behaviors that cannot be managed with in the classroom setting. Severe behavior is defined as:

- Danger to self or others (examples include but are not limited to: head banging, hitting, spitting, hair pulling, throwing objects, kicking, excessive biting that breaks the skin, etc.) and /or
- Disruptive behavior that creates chronic interference to classroom activities (examples include but are not limited to: tantrums, screaming, foul language, destruction of property, severe or chronic non-compliance or defiance.)
- Hitting/kicking/biting a teacher

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## **Divorced/Separated Parents**

The Adrian College Baby Bulldog Center does not become involved in custody disputes. Parents who have a custody arrangement that impacts the Baby Bulldog Center arrangements will provide a copy of the custody/visitation arrangements. In these cases, every effort will be made to see that both parents receive communication from the Adrian College Baby Bulldog Center.

If divorced or separated parents share custody, every effort will be made to see that both parents receive communication from the Adrian College Baby Bulldog Center. If one of the parents has restricted access for custody or visitation and those restrictions will impact Adrian College Baby Bulldog Center arrangements, please furnish the director with a certified copy of the custody/visitation arrangements. Please do not ask the staff (including the director) to document and or discuss any actions or behavior of another parent.

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## **Enrollment Policies and Procedures**

Ages of Children Served ([MDHR] R 400.8182): Birth until 3 years of age.

Caregiver to Child Ratio: 1 to 4

Maximum Group Size: 12

### Enrollment Procedures

- Obtain a brochure about our facility and fee schedule
- Tour the facility and meet your child's teacher if possible.
- Pay a non-refundable \$80 enrollment fee.
- Obtain an enrollment packet.
- Obtain a copy of the Handbook or view it online. You will be asked to sign the acknowledgement form.
- Consult your physician to ensure your child's health assessment form is current.
- Complete all forms.
- Have an access code

For your enrollment appointment bring:

- Completed enrollment forms
- Signed health assessment
- Your child's immunization record

### Re-enrollment Procedures

All accounts must have a zero balance before re-enrolling.

- Complete Registration packet
- Pay a non-refundable \$80 enrollment fee.
- Meet with the Director prior to re-enrollment to read, sign and date your contract for child care.

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## **Equipment List (R400.8173)**

(1) A center will not use equipment, materials, and furnishings recalled or identified by the United States consumer product safety commission ([www.cpsc.gov](http://www.cpsc.gov)) as being hazardous.



- (2) The current list of unsafe children's products that is provided by the department will be conspicuously posted in the center, as required by section 15 of the children's product safety act, 2000 PA 219, MCL 722.1065.
- (3) Play equipment, materials, and furniture, will be all of the following:
  - (a) Appropriate to the developmental needs and interests of children as required by R 400.8179.
  - (b) Safe, clean, and in good repair.
  - (c) Child-sized or appropriately adapted for a child's use.
  - (d) Easily accessible to the children.
- (4) Sufficient materials and equipment will be available to provide a minimum of 3 playspaces per child in the licensed capacity.
- (5) A minimum of 2 playspaces will be accessible per child in attendance on any given day during child-initiated activity time.
- (6) Children will have access to equipment and materials in the following areas on a daily basis:
  - (a) Large and small muscle activity.
  - (b) Sensory exploration.
  - (c) Social interaction and dramatic play.
  - (d) Discovery and exploration.
  - (e) Early math and science experiences.
  - (f) Creative experiences through art, music, and literature.
- (7) A current and accurate equipment inventory will be provided to the department before issuance of the original provisional license and at each renewal.
- (8) A first aid kit will be readily accessible to staff and securely stored in the center.
- (9) A rocking chair or other comfortable, adult-sized seating will be provided for 50% of the caregiving staff on duty who are providing infant and toddler care.
- (10) Trampolines will not be used by children in care.

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## **Health Policies**

The Adrian College Baby Bulldog Center attends to the health of children as well as focuses on protecting our children and staff from illness and injury (NAEYC, 2005). Each child is required to have a current health form on file. The health form must be completed by a physician and must have been conducted within the last six months from date of enrollment. The form must

include a record of up-to-date immunizations and the signature of your child's physician. Your child will not be able to attend the Adrian College Baby Bulldog Center until the completed health form is received. Thereafter, whenever immunization renewal information is needed, parents/guardians will be given 15 days to update current records. Failure to do so may result in that child being dismissed from the Adrian College Baby Bulldog Center.

The Health Department requires that we report any communicable disease (The Lenawee County Health Department, 2016, <http://www.lenawee.mi.us/251/Communicable-Disease>):

Please do not bring your child to the Adrian College Baby Bulldog Center if he or she is ill with contagious/infectious signs or symptoms such as:

- A temperature over 100 degrees -- Children sent home with a fever, for whatever reason, are not to return to the Adrian College Baby Bulldog Center until 24 hours after they are fever free (without the aid of fever reducing medication) from the time you pick them up.
- Diarrhea -- more than one abnormally loose stool per day. Your child must be diarrhea free for 24 hours before returning to the Adrian College Baby Bulldog Center.
- Vomiting -- Free of upset stomach and vomiting for 24 hours before returning to the Adrian College Baby Bulldog Center.
- Inflammation of the eyes.
- Skin lesions, i.e., impetigo, ringworm and scabies.
- Any undiagnosed rash.

When your child is ill, it will be necessary for parents/guardians to make arrangements for your child to be picked up within one hour after being notified. Failure to comply with this illness policy could result in your child being dismissed from the Adrian College Baby Bulldog Center.

It is very important that you keep your child home if he or she is contagious. Therefore, if your child develops a communicable disease or condition such as chicken pox, strep throat, conjunctivitis (pink eye) or head lice -- please do the following:

- Keep your child home the recommended number of days. (According to the Public Health Regulations for the Control of Communicable Diseases) If your child contracts a communicable disease in which state regulations require the child to be removed from care until no longer infectious, a doctor's note will be required to verify illness.
- Notify the Adrian College Baby Bulldog Center in the event a child contracts a communicable disease and exposes the other children, notice of such exposure will be posted and if possible, parents/guardians will be verbally notified when they pick up their children.

Your child should not return to the Adrian College Baby Bulldog Center until the period of contagion has passed and a written note from your child's physician is provided to the administrative staff. Ultimately it is up to the discretion of the Director to send home a child regardless of the reason due to illness.

- **Dental Health**

Children who attend all day are encouraged to brush their teeth twice each day according to classroom schedule. They will be shown the proper brushing technique. You are required to replace your child's toothbrush each semester.

- **Diapering**

**Parents/guardians are responsible for bringing in their children's wipes and diapers.**

If using cloth diapers the parents/guardians must provide an air tight container to place the soiled diapers in. It must be taken home every night and have a fresh unused bag already placed inside. New clean cloth diapers must be provided every day. If a child runs out a parent/guardian will be called to bring in more. There is always written and verbal notice when a child is running low on these items. Diaper changes are recorded on daily sheets.

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### **Holidays and Scheduled Days the Adrian College Baby Bulldog Center is Closed**

**Tuition is not reduced for the following holidays when the Adrian College Baby Bulldog Center is closed:**

- Independence Day
- Labor Day
- Wednesday through Friday of Thanksgiving week
- Christmas Eve through New Years Day
- Martin Luther King Day
- Good Friday
- Memorial Day

We provide staff and service based on enrollment. Therefore, we are unable to reimburse fees whenever your child is unable to attend due to:

- illness
- family vacation
- inclement weather

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### **Hours of Operation**

The Adrian College Baby Bulldog Center is open from 7:00 a.m. to 6:00 p.m. Monday through Friday, except during designated holidays and teacher in-services.

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### Important Phone Numbers

Contact/Room	Name	Phone number
Director/Lead Teacher	Mary Bruggenwirth	517-264-3989

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### Indoor Space (R400.8167)

The Adrian College Baby Bulldog Center has a safe and healthful environment that provides appropriate and well-maintained indoor environments including facilities, equipment, and materials to facilitate child and staff learning and development (NAEYC, 2005).

- The classroom will be arranged to allow for freedom of movement with no sharp corners, unanchored bookshelves or other safety hazards
- All furniture and equipment will be in good repair
- Carpeting will be kept clean
- Walls will be kept clean and free of dirt, paint, or cracks
- Classrooms will be kept clean and free from accumulated trash and dirt
- All medications and cleaning substances or any toxic substances will be kept under lock and key with the key out of children's reach
- Any items in need of repair or cleaning will be reported to the administration
- **Cleaning/Disinfecting**

Adrian College Baby Bulldog Center employees will conduct proper and frequent cleaning and disinfecting practices and routines to provide a clean environment for children and to help prevent the spread of disease. Disinfecting with chemical agents (bleach, disinfectant) destroys specific, harmful germs. Teachers will use the following guidelines for cleaning and disinfecting:

- Surfaces and objects contaminated with blood, urine, vomit or stool: clean and disinfect immediately, staff members must wear gloves.
- Objects handled by young children (ex. toys, mouthed objects, table tops, door handles): clean and disinfect at least daily and when soiled.
- Diapering area: clean and disinfect after each diaper change.
- Water tables: clean and disinfect at least daily and more often if soiled.
- Uncarpeted areas: clean and disinfect daily and when soiled.
- Carpeted areas: spot clean and disinfect when there is bodily fluid soiling.

Please leave a note with the cleaning crew about any rugs or carpet areas that need to be cleaned and disinfected.

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### **Items from Home**

We understand that children love to bring toys and other items from home, but sharing at a young age is often difficult and the toys are often those that encourage more aggressive play, especially when there is a group of children in the room. This makes it difficult to provide a calm environment in which children can feel safe and learn. Therefore, please work with us to keep special toys at home unless the Lead Teacher specifically asks the children to share a “home toy”.

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### **Items Your Child Will Need**

Children are encouraged to wear play clothes and comfortable play shoes. Flip-flops, some types of sandals, cowboy boots and other slick-soled shoes may prevent children from being able to run and play freely.

The child’s name should be placed on all outdoor clothing and other belongings to help ensure the return of possessions and clothes.

According to the Michigan Department of Health and Environment, each child is required to have at least two complete changes of clothes to be kept in his or her cubby.

The Adrian College Baby Bulldog Center also requires that each child who naps bring a blanket. We will provide the bottom cot sheet. Children may also bring in a “snuggle buddy” if so desired, labeled with their name.

Cot sheets are laundered at the Adrian College Baby Bulldog Center once a week or more often if necessary. Blankets should be taken home once a week to be laundered.

Parents/guardians are to provide disposable diapers and diaper wipes for children wearing diapers. An ample supply should be kept at the Adrian College Baby Bulldog Center at all times. Please put your child’s name on his or her diapers and the diaper wipe container.

In the summer each child will need to bring a swim suit, towel and sunscreen. These items will be kept at the Adrian College Baby Bulldog Center for the summer.

Parents/guardians with infants are to supply bottles and keep both the bottle and cap clearly labeled with the child's name. Glass bottles are not permitted. In addition, any food that is brought in must be clearly labeled with the child's name.

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### **Lost or Stolen Items**

Although precautions will be made to help keep your child's personal belongings safe, the Adrian College Baby Bulldog Center is not responsible for items that are lost or stolen. It is your responsibility to label your child's belongings: clothes, toys, bottles, car seats, etc.

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### **Medication**

All medications are stored in a locked container out of reach of the children and refrigerated if necessary.

All medication is to be administered by the classroom teacher or director. The staff member dispensing medication must sign the Authorization, and record the date and time it was given.

All prescription and non-prescription medication will be given ***only*** if the Authorization for Dispensing Medication form is filled out completely and signed by a parent or guardian. An authorization form must also be completed for any topical lotion or spray including (but not limited to) insect repellent, sunscreen, diaper ointments, etc. The parent/guardian must complete an authorization form for each and every medication their child is taking.

Any prescription medication to be administered must be in its original container and labeled. The label is to contain the child's name, physician's name, pharmacist, medication, dosage, frequency, time(s) to be administered, starting date and expiration date if applicable and the date the prescription was filled. This information is checked by the lead teacher when receiving the medication from the parent/guardian.

Any nonprescription oral medications to be administered at school must be accompanied by your child's physician's authorization to administer, and specific instructions for use.

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### **Nutrition and Food Service (R400.8330 – R400.8340)**

**Families are required to provide all food for their child/children; i.e. formula, cereal, and solid food.**

Children with a food allergy should have the information and reaction symptoms noted on their yellow medical form. Please inform both your child's teacher and the administrative staff so the information can be posted in the necessary places and student assistants and substitutes notified.

- **Food services and nutrition generally.**
- Beverages and food will be appropriate for the child's individual nutritional requirements, developmental stages, and special dietary needs, including cultural preferences.
- The center will provide adequate staff so that food service activities do not detract from direct care and supervision of children.
- The center will make water available to drink throughout the day to children 1 year of age and older.
- Infants and toddlers will be fed on demand.
- A child will be served meals and snacks in accordance with the following schedule:
  - (a) Two and a half hours to 4 hours of operation: a minimum of 1 snack.
  - (b) Four hours to 6 hours of operation: a minimum of 1 meal and 1 snack.
  - (c) Seven hours to 10 hours of operation: a minimum of 1 meal and 2 snacks or 2 meals and 1 snack.
  - (d) Eleven hours or more of operation: a minimum of 2 meals and 2 snacks.
- A center will not deprive a child of a snack or meal if the child is in attendance at the time when the snack or meal is served.
- A center will not serve infants and toddlers or allow them to eat foods that may easily cause choking including, but not limited to, popcorn, seeds, nuts, hard candy and uncut round foods such as whole grapes and hot dogs.
- Cereal will not be added to a bottle or beverage container without written parent/guardian permission.
- If food, bottles, or beverage containers are warmed, then the warming will be done in a safe, appropriate manner.
- Warming bottles and beverage containers in a microwave oven is prohibited.
- Warmed food, bottles, and beverage containers will be shaken or stirred to distribute the heat, and the temperature will be tested before feeding.
- The contents of a bottle or beverage container will be discarded if any of the following apply:
  - (a) The contents appear to be unsanitary.
  - (b) The bottle or beverage container has been used for feeding for a period that exceeds 1 hour from the beginning of the feeding.
  - (c) The bottle or beverage container requiring refrigeration has been unrefrigerated for 1 hour or more.
- Formula and milk, including breast milk, left in a bottle or beverage container after a feeding will not be reused.
- Bottle propping is prohibited.
- When feeding, caregivers will hold infants except when infants resist being held and are able to hold their bottle.

- Infants or toddlers will not have bottles, beverage containers, or food in sleeping equipment.
- Children will not have beverage containers or food while they are walking around or playing.
- Staff will foster and facilitate toddlers' independence, language, and social interactions by doing all of the following:
  - (a) Encouraging self-feeding.
  - (b) Serving appropriate portion sizes.
  - (c) Sitting and eating with toddlers during meal times.
- Breastfeeding will be supported and accommodated.
- A designated place will be set aside for mothers who are breastfeeding to use.
  
- **Food services and nutrition; provided by parent/guardian.**
  - As used in this rule:
    - (a) "Same-day supply" means for use during a single day.
    - (b) "Multi-day supply" means for use over a multiple day period, up to 7 days.
  - Breast milk, formula, milk, or other beverages provided in a same-day supply will be furnished daily in either of the following:
    - (a) Clean, sanitary, ready-to-feed bottles or beverage containers.
    - (b) A clean, sanitary, beverage container. The beverage will be poured into a clean, sanitary bottle or beverage container before each feeding.
  - Breast milk, formula, milk, other beverages, and food furnished in a same-day supply will be covered and labeled with the child's first and last name and the date.
  - Any food or beverages furnished in a same-day supply will be returned to the parent/guardian at the end of the day or discarded.
  - Milk, other beverages, and non-perishable food items may be furnished in a multi-day supply in an unopened commercial container.
  - Milk and other beverages furnished in a multi-day supply will be labeled with the child's first and last name and the date of opening and will be returned to the parent/guardian or discarded 7 days after opening.
  - Non-perishable food items furnished in a multi-day supply will be labeled with the date of opening and when applicable, the first and last name of the child for whom its use is intended.
  - Beverages and food will be fed only to the child for whom the item is labeled.
  - Breast milk, formula, and milk will be refrigerated until used.
  - Other perishable beverages and food items will be refrigerated or otherwise kept at a safe temperature until used.

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## Outdoor Play Area (R400.8170)



The Adrian College Baby Bulldog Center has a safe and healthful environment that provides appropriate and well-maintained outdoor physical environments including facilities, equipment, and materials to facilitate child and staff learning and development (NAEYC, 2005).

The children are taken outside daily (except in cases of inclement weather) for fresh air and exercise. If your child is not well enough to participate in outdoor play with the class, please do not bring him or her to school. We do not have enough staff to allow one staff person to remain inside with a child who is not able to go outside.

Infants and Toddlers will not go outside if there is precipitation or if the temperature is 25 degrees or below with the wind chill factored in. When going outside on cold days, the Lead Teacher will assure that coats are zipped and caps (or hoods) and mittens are on. Please check your child's seasonal clothing to make sure gloves, boots, hat and coat are provided for cold weather outdoor play (including snow).

Infants and Toddlers may go outside if the temperature is 90 degrees or below with the heat index factored in. They may also go outside if the temperature is 90-95 if they are in complete water play, again with the heat index factored in. When we do go out on hot days, we will be mindful of the effect of heat on the children. We will provide opportunities for shade, plenty of water and limit the amount of time the children are outdoors.

- **Sun Safety/Skin Cancer Awareness Policy**

Baby Sunburn Prevention (healthychildren.org, 2016, <https://www.healthychildren.org/English/ages-stages/baby/bathing-skin-care/Pages/Baby-Sunburn-Prevention.aspx>):

**Prevention Tips:**

- Babies younger than 6 months should be kept out of direct and indirect sunlight because of the risk of heat stroke. Particularly, avoid having a baby out between 10 a.m. and 2 p.m. when the sun's rays are strongest.
- Keep babies in the shade as much as possible. For example, they should be moved under a tree, beach umbrella, or stroller canopy. However, it is important to note that although on reflective surfaces, an umbrella or canopy may reduce UVR exposure by only 50%.
- Dress babies in lightweight cotton clothing with long sleeves and long pants and a sun hat with a wide brim.
- Sunscreen may be applied to babies younger than 6 months to small areas of skin uncovered by clothing and hats. Remember to cover all exposed areas of a baby's skin, including the face, back of the hands, back of the neck, tips of the ears, and tops of the feet.
- Apply the protection 15 to 30 minutes before going out. Keep in mind that no sunscreens are truly waterproof, and thus they need to

be reapplied every one and a half to two hours, particularly if a baby goes into the water. Consult the instructions on the bottle.

The Adrian College Baby Bulldog Center has established a set of policies that reduce exposure to UV radiation. This policy demonstrates our institutional commitment to sun safety and Skin cancer awareness. We encourage outdoor play every day when weather and air quality conditions permit. When outdoor temperatures seem uncomfortable, are above 90°F including heat index or lower than 35°F, including wind chill, scheduled outdoor play activities and times may be altered. Children should be dressed in clothing appropriate for weather conditions. We are concerned about sun safety all year around, but particularly late spring through the early fall season, when the sun's rays are the strongest. Sunburn, skin cancers, and cataracts later in life can be the result of childhood sun exposure. Even on days when the temperature seems only pleasantly warm, cloudy days or hazy days, skin and eyes should be protected from the sun. Each spring we include information about sun protection in parent/guardian pages. Each year we provide staff training about sun safety, including how to recognize the signs of heat stress and how to give first aid for heat-related illness.

- Efforts that have been made are to ensure that there is a covered area on the playgrounds for the children; i.e. we have a shade tree.
- We ask parents/guardians to provide a bottle of SPF 15 (or higher numbered) sunscreen lotion or cream and SPF 15 (or higher numbered) lip balm, labeled with their child's name. Parents/guardians must first determine their child is not allergic to the sun protection products provided for the child's caregiving day. Our program's medication permission form must be completed for the sunscreen/sunblock products. We apply sunscreen and lip balm 20 minutes before children are to go outdoors for periods 10 minutes or longer. We reapply sunscreens after water play. For swimming activities, we recommend waterproof sunscreen (we store sunscreen out of reach of children).
- On field trips or walks sunscreen is applied.
- Parents/guardians are encouraged to bring in long sleeves, longer swim pants and water shoes for outdoor water play in which more skin is exposed. We suggest this sun protective clothing for children and adults. Light-colored, loose-fitting, lightweight, cotton clothing, which covers arms and legs, best protects delicate skin from the sun's burning rays. Wide-brimmed hats will help protect faces, necks, and ears. Closed shoes, worn with socks, will protect the ankles and tops of feet.
- Sunglasses are also encouraged. Children and adults with light-colored eyes are vulnerable to damage from the sun's rays, including the development of cataracts over time. Sun glasses can protect both children's and adult's eyes. Toy sun glasses, however, can be harmful to children's eyes. Children's glasses should be shatterproof. All sun glasses must block UV-A and UV-B rays. Sun glasses labeled, "Meets ANSI Z80.3 General Purpose UV requirements," or "Meets ANSI Z80.3 Special Purpose requirements" are best. Sunglasses must be labeled with the owner's name.
- We are aware that water, snow, sand and cement reflect the sun's rays and can cause sunburns.

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### **Parent/Guardian Orientation Meeting**

A parent/guardian orientation meeting will be held once a year. The Adrian College Baby Bulldog Center will discuss this program's policies, procedures, and systems to all families of enrolled children.

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### **Parent/Guardian and Teacher Conferences**

Conferences are held twice a year, once during the fall and once during the spring semesters. A conference is a meeting between a child's parent/guardian and teacher. Parents/guardians or teachers may request additional conferences any time there is a special concern. Because of regulations, it is not possible to bring siblings or friends to conferences.

There are several reasons for parent conferences. The first is to discuss the child's progress. This means the rate at which each child is developing and meeting developmental milestones. Each child's developmental portfolio demonstrates this clearly and should be shared with families at that time. Conferences can also be arranged to discuss behavior – these are general conferences just to touch base with the parent. The parent can report on such things as the child's attitudes, health, family relationships, interests, and any social factors that may come into play with the child's development.

The teacher should report on such things as the child's attitude toward school and other children and progress in his/her development. In a conference, it is important to discuss any concerns/questions you or they have, what the child has learned, what they are learning, and what they will be learning.

Conferences can and should be rewarding experiences. The meeting brings out a good understanding of the child and his or her development.

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### **Parents/Guardian Volunteer**

Parents/guardians are encouraged to be involved by becoming a Room Parent/Guardian. Room parents/guardians help with classroom projects, things for the teachers, and any parties or special events. Please see the Director if you are interested in becoming a room parent/guardian.

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## **Pet Care**

The Adrian College Baby Bulldog Center may adopt a pet, provided by the staff. The care of pets is a valuable experience for children. Children may help with the feeding of pets with staff supervision. Staff is responsible for keeping our pet's cages, aquariums, etc. clean.

Please notify the administrative staff and your child's teacher if your child has any known pet allergies. You should also document any known allergies in your child's chart.

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## **Photographs**

All children should have a consent form on file with The Baby Bulldog Center Center.

Please notify your child's teacher and Director if it is your desire that your child not be photographed. In addition to children being photographed during spontaneous occasions, a photographer may be scheduled once a year for individual, group and family pictures. A consent form is provided in your enrollment packet for the above circumstances and possibly publicity photos, television appearances, etc.

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## **Posted Information**

Each classroom teacher is responsible to assure that the following are posted in the room:

- Emergency Policies
- Allergies
- Diapering Policy
- On the Parent Board:
  - Current Weekly Lesson Plan
  - Current Weekly Classroom Newsletter
  - Daily Classroom Schedule
    - Upcoming events or a change in schedule
  - Current Information on Early Childhood Education
  - Pictures of children participating in activities for that week

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## Potty Training

Potty training for an individual occurs over a period of time that can range from a few weeks to several months and may include several stages of development. Regressions are not unusual during the process, particularly if the child is affected by such things as illness, new baby, family moving etc. Accidents are to be expected and never met with disapproval. Daytime control may occur earlier than nighttime control. Children rarely have the physical control or the cognitive ability to understand the process before they are 24 months old and most not until they are 2 ½. Because of the complexity of a child's learning to successfully and consistently use the toilet and the intense emotional relationship between the parents/guardians and the child about the process, the Lead Teacher in the classroom will be in constant communication with the parents/guardians about when to start. The stages of potty training are:

- Children need to become aware of the process, examples developing the appropriate vocabulary for the process, seeing others on the toilet, imitating others sitting on the toilet or potty chair, etc.
- Communication, examples would be "I'm wet", "Change my diaper", or "I need to use the potty," etc.
- Has the physical stamina to control urges
- The child WANTS to potty train.

Clothing should be easily removable. Communicate with the teacher on pull-ups or underwear. The child needs to have at least 3-4 sets of clothing and an extra pair of shoes while starting the process.

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## Program Plans (R400.8179)

The Adrian College Baby Bulldog Center will utilize the Creative Curriculum for Infants, Toddlers and Twos (<http://shop.teachingstrategies.com/page/76108-Creative-Curriculum-Infants-Toddlers-Twos.cfm>). In addition, via the Creative Curriculum, the Adrian College Baby Bulldog Center utilizes ongoing systematic, formal, and informal assessment approaches to provide information on children's learning and development (NAEYC, 2005). The results derived from our assessments are helpful to our children by informing sound decisions about children, teaching, and program improvement (NAEYC, 2005).

### The Creative Curriculum for Infants, Toddlers & Twos Components

([http://shop.teachingstrategies.com/page/76108-Creative-Curriculum-Infants-Toddlers-Twos.cfm#product\\_overview](http://shop.teachingstrategies.com/page/76108-Creative-Curriculum-Infants-Toddlers-Twos.cfm#product_overview)):

**The Creative Curriculum for Infants, Toddlers & Twos: The Foundation** provides the theory and research foundation of the curriculum and

helps teachers and caregivers set up their classrooms. They contain everything teachers need to know to offer nurturing, language-rich routines and meaningful experiences every day.

### **The Creative Curriculum for Infants, Toddlers & Twos: Daily**

**Resources** provide expanded daily guidance in the form of *Intentional Teaching Cards*<sup>™</sup>, *Mighty Minutes*<sup>™</sup>, and additional daily teaching tools. These resources offer a wealth of ideas for filling every day with meaningful and engaging routines and experiences for all of the children in your care.

**Intentional Teaching Cards** provide playful and engaging experiences with directions to help teachers individualize each activity to meet the unique needs of every child.

**Mighty Minutes** offer brief learning activities that can help teachers intentionally support language, literacy, math, science, social studies, and physical skills during routines and experiences.

**Highlights Hello**<sup>™</sup> is a publication with stories, poetry, and simple activities that help inspire a love for reading and supporting the development of language and literacy skills.

**Book Conversation Cards**<sup>™</sup> help teachers actively engage young children in conversation during read-alouds, offering strategies for teachers and caregivers to use as they guide children in learning experiences related to Hello.

**The Creative Curriculum<sup>®</sup> LearningGames<sup>®</sup>**, a series of award-winning, research-validated early learning activities for classroom and home use with young children, help families use common household materials and everyday interactions to engage in meaningful at-home learning that strengthens their relationships with their children.

**The Resource Organizer** is a specially designed binder in which resources for the day can be assembled, keeping them close at hand.

**The Guide to The Creative Curriculum for Infants, Toddlers & Twos** provides a thorough overview of each curriculum component and explains how everything works together to help teachers provide consistent, responsive care to children.

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## Purpose and Scope of Policy

Adrian College (the College) has an obligation to its students, faculty, staff, and visitors to conduct its operations and maintain its facilities in a manner consistent with its mission as an institution of higher education and as a Methodist community of learning and service. While there may be occasions for brief visits by children under the age of eighteen (18) (“Minors”) to faculty, staff, and students on campus, unescorted or unsupervised Minors are not permitted on College premises except as provided for in this Policy. In addition to the requirements that may apply under this Policy, the visits of Minors to campus are subject to the same conditions as any other visitor to the College.

## Definitions

- **Authorized Adult:** An individual age eighteen (18) and older, paid or unpaid, which interacts with, supervises, chaperones, or otherwise oversees Minors in program activities or in College Facilities. The term “Authorized Adult” does not include individuals who provide volunteer services that are limited in nature (such as a lecture or presentation), or who have no direct individual contact with, or oversight of, Minors.
- **External Organization:** An organization or individual from outside of the College that uses College Facilities to conduct a program pursuant to an approved contract or other use agreement with the College.
- **Minor:** A person under the age of eighteen (18) who is not enrolled or accepted for enrollment at the College. The term “Minors” does not include students who are “dually enrolled” in College programs while also enrolled in secondary schools, or students enrolled in an early college high school affiliated with the College.
- **One-On-One Contact:** Personal, unsupervised interaction between any Authorized Adult and a Non-Student Minor without at least one (1) other Authorized Adult, parent, or legal guardian being present.
- **Program:** Any activity that is under the direction or control of the College, regardless of its location, or an activity under the direction or control of an External Organization using College Facilities.
- **College Facilities:** Facilities owned by or under the control of Adrian College.

This Policy applies to activities and programs operated by the College taking place on Adrian College's campus or under the authority and direction of the College at other locations including, but not limited to, The Baby Bulldog Center, in which Minors will be physically present and participating, with the following exceptions:

- undergraduate and graduate academic programs in which Minors are enrolled for academic credit and are the only Minors participating;
- research programs subject to the review and approval of the Institutional Review Board (IRB) sponsored by Adrian or authorized by Adrian to provide oversight concerning such research programs;
- events on campus which are open to the general public and which Minors attend at the sole discretion of their parent(s) or guardian(s); and,

- Preview Days, Campus Visits by prospective students and such other similar, ongoing programs, as may be designated from time to time by the appropriate Senior Administrative Officer in advance, and in writing.

Athletic camps, academic camps, music camps, laboratories and workshops intended for elementary and high school students and similar activities operated by the College will fall within the scope of this Policy. This Policy applies to such programs and activities whether they are limited to daily activities or also involve the housing of Minors in residence halls.

In order to promote the safety and general welfare of all Minors participating in Programs at the College, it is the policy of Adrian College that all Minors participating in Programs must be reasonably and appropriately supervised by an Authorized Adult who complies with the Code of Conduct provided in this Policy. An Authorized Adult may also be a Minor's parent or legal guardian.

### **Implementing This Policy**

*Program Registration:* College personnel will inform the Conferences Department of the details of the programs they intend to sponsor at least sixty days prior to the first scheduled date of participation by Minors. Information provided will include, at a minimum:

- The College employee in charge of the program
- The name and contact information for persons representing third parties who may be offering programs
- The dates and locations where Minors will be participating
- The general nature of the activities to be undertaken or offered in the program
- The names of all adults who will be participating directly with Minors in the program
- The administrative requirements associated with the program, including but not limited to waivers and permission slips to be obtained from the parents/guardians of participating Minors and medical emergency forms.

Any requests for clarification as to whether a particular program is subject to this Policy, or a request for a waiver to this Policy, should also be sent to the Office of the Controller and Enterprise Risk Management and appropriate Vice President.

*Background Report:* A satisfactory criminal background report will be required of each adult prior to his or her participation with Minors in Programs covered by this Policy and at least once every four (4) years thereafter. Background report information is posted at the Office of Human Resources web page at <http://adrian.edu/about-us/human-resources/>. For more information, contact the Office of Human Resources at (517) 264-3999.

It is the responsibility of the person in charge of the program, internal or external, to ensure that each Authorized Adult has submitted the required criminal background report request and has subsequently received clearance to participate. The Office of Human Resources will maintain a roster of individuals who have been cleared to participate and the dates on which a new background check will be required.



The background report will be limited to criminal offenses, including, but not limited to, child abuse, for which an individual has been convicted, pled guilty to a felony or misdemeanor, or where such charges are currently pending. The College may accept successful documented background clearances which have been conducted on the Authorized Adult by other employers or entities as long as such reports have been completed within four (4) years from the start date of the program.

A decision not to permit an individual to participate in a program covered by this Policy based on the results of a background report will be made by the Director of Human Resources after consultation with the appropriate Vice President(s), the Office of the Controller and Enterprise Risk Management, or others as needed. The results of background reports conducted under this Policy will be used only for the purposes of this Policy, except that the College reserves the right to take appropriate action with respect to employees who may have falsified or failed to disclose information material to their employment on employment applications uncovered as a result of the background check, including and up to immediate termination of employment. Copies of background reports will be retained in the Office of Human Resources.

*Training:* Each adult who will be participating with Minors in a program will attend online or in person, annual mandatory training on the practices and conduct requirements of this Policy, on protecting Minors from abusive emotional and physical treatment, and on appropriate or required reporting of incidents of improper conduct (including, but not limited to, appropriate law enforcement authorities). The appropriate Vice President or area Director may enhance and/or modify the required training program to meet specific needs of the particular program involved, in consultation with the Director of Human Resources. Any such enhanced or modified program must include all the elements described in this Policy. In addition, the appropriate Vice President or area Director will arrange for sufficiently frequent training sessions to permit programs to continue to function on a regularly scheduled basis.

Training resources can be obtained from the Office of Human Resources at <http://adrian.edu/about-us/human-resources/> or by calling (517) 264-3999.

*Practices:*

- Every Minor must be provided with reasonable and appropriate supervision by an Authorized Adult while that Minor is on campus
- Every program at which Minors are present must have a minimum Authorized Adult to Minor ratio of the following:
  - Ages 6-8 – one (1) staff to six (6) overnight participants or to eight (8) day only participants
  - Ages 9-13 – one (1) staff to eight (8) overnight participants or to ten (10) day only participants
  - Ages 14-18 – one (1) staff to ten (10) overnight participants or to 12 day only participants
- For purposes of complying with the staff to participant ratios at overnight camps for high school athletic teams, the coaches who accompany their teams will be counted as staff

- Every Program should establish security and emergency measures for Minors, including but not limited to:
  - Drop off and pick up procedures (At a minimum, such measures will require every Minor to be checked-in on a daily basis; the collection of contact information from the Minor's parent or guardian; communication of how parents or guardians may reach their Minor in the event of an emergency; a requirement that Minors under 13 must be checked out with signature of parent or guardian; containment of Minors in specified space during free time, mealtimes, or before the Program begins)
  - Where to go if lost
  - Steps to take in the event of an emergency on campus (i.e. fire, tornado, etc.)
- With prior written consent from the parent or legal guardian of a Minor who drives him or herself to a Program, such Minor may be allowed to drive offsite during lunch time.
- At no time may an Authorized Adult leave a Minor in the care of a person that is not an Authorized Adult or in an area that is off-limits to Minors
- Authorized Adults may not release a Minor under the age of 13 to anyone other than a custodial parent or legal guardian without written authorization from the parent/guardian that his/her child may be released to that individual
- Restroom supervision for Minors under the age of 13:
  - Authorized Adults will make sure the restroom is not occupied by unknown individuals before allowing Minors to use the facilities. An Authorized Adult will stand outside the doorway while Minors are using the restroom. If Authorized Adults must assist younger children, doors to the facility must remain open.

*Conduct Requirements:* Authorized Adults will read and sign a Code of Conduct that includes prohibitions against Authorized Adults:

- Having one-on-one contact with Minors outside the presence of others. It is expected that activities where Minors are present will involve two or more Authorized Adults
- Participating in a sleepover under the auspices of the Program, unless (1) one of the Minor's parents or legal guardians is present or (2) one of the Minor's parents or legal guardians has given consent and there is at least one other Authorized Adult present at all times
- Sharing a bed or sleeping bag with a Minor
- Being alone with a Minor in the Authorized Adult's living quarters
- Showering, bathing, or undressing with or in the presence of Minors
- Engaging in abusive conduct of any kind toward, or in the presence of, a Minor
- Striking, hitting, administering corporal punishment to, or touching any Minor in an inappropriate or illegal manner
- Use of an Authorized Adult's personal vehicle to pick up or drop off Minors participating in the Program unless the parent or legal guardian of the Minor has provided written permission
- Engaging in the use of alcohol or illegal drugs, or being under the influence of alcohol or illegal drugs during Programs
- Making pornography, in any form, available to Minors participating in the Programs covered by this Policy or assisting them in any way in gaining access, or allowing access, to pornography
- Engaging in intimate displays of affection towards others in the presence of Minors, parents/guardians, and other Authorized Adults

- Taking any photographs or videos of Minors or posting photographs or videos on a digital, electronic, hosted media, web-based service or any other medium without first obtaining a release in this regard from the Minor's parent or legal guardian
- Failing to report abuse, harassment or exploitation of Minors by other Minors participating in the Program

### *Allegation of Inappropriate Conduct*

Authorized Adults will:

- Immediately report any known violation or reasonably suspected violation of the Conduct Requirements of this Policy which involve or are suspected to involve the abuse of Minors as follows:
  - For situations that involve life threatening emergencies, dial 911
  - For situations that require action in less than 24 hours, call the Michigan Department of Health & Human Services abuse & neglect reporting hotline: (855) 444-3911
- Following reporting through one of the mechanisms above, Authorized Adults are required to report the matter to the person in charge of the Program and to the Director of Adrian's Campus Security. These persons will immediately report the matter to the Office of the Controller and Enterprise Risk Management or his/her designee
- Assure the safety of Minors participating in Programs covered by this Policy, including, if possible, removal of Minors from dangerous, or potentially dangerous, situations
- Discontinue any further participation in Programs covered by this Policy when an allegation of inappropriate conduct has been made against him or her until such allegation has been satisfactorily resolved

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## **Safety, Emergency, and Evacuation Plans (R400.8161)**

Every Adrian College Baby Bulldog Center family and employee will sign up for the Adrian College Emergency Alert System (<https://adrian.edu/campus-life/campus-safety/sign-up-for-ac-alert/>). This system will notify all parents, staff, and students about emergencies on or around campus via text message.

The Adrian College Campus Safety Department provides continuous 24-hour services designed to assist in areas of safety and security.

The mission of the Safety Department is to provide professional and courteous service in order to protect the safety and security of all members of the Adrian College community, including students, faculty and staff who seek a safe learning and living environment. The Safety Department is located in the Caine Student Center and is open every day of the year.

Emergency	911
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Campus Safety	517-265-5161 ext. 4333
Adrian Police Department	517-264-4808
Lenawee County Sheriff	517-263-0524
Michigan State Patrol (Monroe)	734-242-3500
Adrian Fire Department	517-264-4856
Bixby Hospital	517-265-0900
Community Mental Health Crisis Line	517-263-8905
Poison Control	800-222-1222
National Center for Victims of Crime	800-394-2255

- **Inclement Weather and Safety Measures**

In addition to the Adrian College Emergency Alert system, parents/guardians can also learn of closing due to inclement weather through public broadcasting: WLEN.

If the decision is made to close the Adrian College Baby Bulldog Center while your child is here, you will be called to pick your child up.

- **Fire and Tornado Safety Measures (Fire and Tornado Drills will be conducted monthly)**

In the event of a fire, children will be assembled at the sound of the alarm. We will immediately evacuate the premises. Children and adults will assemble in the lobby of the Caine Student Center.

Staff is informed whenever a storm/tornado watch is in effect and kept posted on how to proceed should the watch evolve into a tornado warning. Each classroom will go the storm shelter located in Valade Hall.

Fire drills will be conducted quarterly. Teachers must shut windows and close doors behind them. One teacher will lead children out the nearest, designated exit, and the second teacher will follow the children out. Children and adults will assemble in the lobby of the Caine Student Center. Teachers must take the emergency bag, children's files and sign-in sheets. Teachers are to take roll and a head count when safely outside the building. Teachers will lead children inside the building after the designated person in charge has given the all-clear.

Two tornado drills will be conducted per school year, with one taking place in March. The Director will announce the drill. Teachers will lead children to their designated tornado drill location. Children will sit on the floor against the wall. Teachers must take the emergency bag, children's files and sign-in sheets. Teachers are to take roll and a head count when safely at the designated location. Teachers will lead children back to the classrooms after the designated person in charge has given the all clear.

- **Flood**

In case of a flood, we will move to higher ground and notify campus authorities that we have children in our care and follow their instructions.

- **Serious Accident/Illness/Injury**

The Adrian College Baby Bulldog Center must have a signed Appointment of Agent (Authorization for Emergency Care) form on file for each child which authorizes emergency care and the transfer of medical records to the local hospital. Transportation to a hospital will be provided by the local EMS when emergency care is warranted. Emergency numbers and names of people to notify should be current.

Staff will notify the child's parent, guardian, or an authorized person as quickly as possible in the event of a serious accident or illness requiring emergency care.

An accident report form will be provided to parent/guardian for accidents requiring minor medical attention such as scratches, abrasions, bruises, etc.

- **Crisis Management including but not limited to Intruders and Bomb Threat**

We will treat any threatening message with seriousness. We will call 911, shelter in place or evacuate the building as instructed by the Adrian College Campus Safety Department until an "all clear" is given.

- **Civil Disturbance**

In case of a civil disturbance, we will secure the premises and then contact the Adrian College Campus Safety Department and follow their instructions.

- **Man Made Disaster Emergency Plan**

In case of a man-made disaster, we will secure the premises and then contact the Adrian College Campus Safety Department and follow their instructions.

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## **Social Media**

The posting of confidential and identifying information about the children, parents, or staff at the Adrian College Baby Bulldog Center on your personal social media (e.g., Facebook, Instagram, Twitter, etc.) is strictly prohibited.

As with the use of social media, the publication of photos from the Adrian College Baby Bulldog Center, whether online or otherwise, is prohibited without prior approval from the Director.

With written permission, staff may take pictures of the activities in their classrooms to share on our website/Facebook page or as appropriate (to document a child's progress, etc. in portfolios).

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## **Special Needs Children**

Please consult the Director prior to enrollment if your child has special physical and/or emotional needs. You, your child's physician and our staff will discuss and determine whether we can reasonably accommodate those needs. The Adrian College Baby Bulldog Center is not equipped to handle one on one child care.

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## **Staff and Volunteers (R400.8125, R400.8128, R400.8131)**

- **General**

The Adrian College Baby Bulldog Center employs and supports a teaching staff that has the educational qualifications, knowledge, and professional commitment required to promote children's learning and development and supporting families' diverse needs and interests all the while meeting or exceeding Michigan licensing standards (NAEYC, 2005).

Current Adrian College students working toward their undergraduate or graduate degrees in Early Childhood Education, Elementary Education, or a closely related field will also be supporting the Adrian College Baby Bulldog Center.

Supportive Services may include (but is not limited to): Adrian College work study and practicum students, social workers and therapists, play therapy, Adrian College Psychology Department, Education Department, Foreign language department and many more.

The Adrian College Baby Bulldog Center also has many yearly parent/guardian involvement activities, volunteer options and parent/guardian participation activities.

The Director is responsible for observing the health and development of all children, handling illnesses, implementing accident prevention and emergency procedures, keeping complete and current health records and informing parents/guardians of community resources. The Administrative Assistant may share this responsibility in the absence of the Director.

- **Staff and volunteers**

- (1) All staff and volunteers will provide appropriate care and supervision of children at all times.
- (2) All staff will be of responsible character and suitable to meet the needs of children.
- (3) Both of the following will be developed and implemented:
  - (a) A written screening policy for all staff and volunteers, including parent/guardians. The written screening policy will include when a staff member cannot be present at the center as indicated in subrule (5) and (7) of this rule.
  - (b) A written policy regarding supervision of volunteers, including volunteers who are parent/guardians of a child in care. The written volunteer supervision policy will include when a volunteer will not have unsupervised contact with a child in care as indicated by subrule (6) and (8) of this rule.
- (4) A criminal history check using the Michigan department of state police internet criminal history access tool (ICHAT), or equivalent, for a person's state of official residence, will be completed before making an offer of employment to that person. A copy of the ICHAT will be kept on file at the center.
- (5) A staff member will not be present in the center if he or she has been convicted of any of the following:
  - (a) A listed offense, as defined in section 2 of the sex offenders registration act, 1994 PA 295, MCL 28.722.
  - (b) Child abuse or child neglect.
  - (c) A felony involving harm or threatened harm to an individual within the 10 years immediately preceding the date of hire.
- (6) Documentation will be on file at the center that a volunteer has not been convicted of any of the following before having unsupervised contact with children:
  - (a) A listed offense, as defined in section 2 of the sex offenders registration act, 1994 PA 295, MCL 28.722.
  - (b) Child abuse or child neglect.
  - (c) A felony involving harm or threatened harm to an individual within the 10 years immediately preceding the date of offering to volunteer at the center.
- (7) A staff member will not be present in the center until there is documentation from the department of human services on file at the center that he or she has not been named in a central registry case as a perpetrator of child abuse or child neglect.

- (8) Documentation from the department of human services that a volunteer has not been named in a central registry case as the perpetrator of child abuse or child neglect will be on file at the center before having unsupervised contact with a child in care.
- (9) If a staff person has resided outside of this state as an adult within the 10 years immediately preceding the date of hire, a criminal history check equivalent to Michigan department of state police internet criminal history access tool (ICHAT) and the department of human services central registry clearance will be requested for all states of previous residence during those 10 years. The out-of-state requests and any responses will be kept on file at the center.
- (10) The documentation required by subrule (4), (6), (7) and (8) of this rule will be updated every 2 years at renewal and upon request by the department and will be kept on file at the center.
- (11) A written plan to assure compliance with section 3 of the child protection law, 1975 PA 238, MCL 722.623, will be developed and implemented.
- (12) A written statement will be signed and dated by staff and volunteers at the time of hiring or before volunteering indicating all of the following information:
  - (a) The individual is aware that abuse and neglect of children is against the law.
  - (b) The individual has been informed of the center's policies on child abuse and neglect.
  - (c) The individual knows that all staff and volunteers are required by law to immediately report suspected abuse and neglect to children's protective services.

- **Health of staff and volunteers**

Evidence that all staff members and each volunteer who has contact with children at least 4 hours per week for more than 2 consecutive weeks is free from communicable tuberculosis, verified within 1 year before employment or volunteering, will be kept on file at the center.

- **Professional development requirements**

- (1) The center will provide an orientation of the center's policies and practices and the child care administrative rules to all staff hired after the effective date of these rules and before unsupervised contact with children.
- (2) Caregivers will have training that includes information about infant safe sleep and shaken baby syndrome before caring for infants and toddlers.
- (3) Before unsupervised contact with children, each caregiver, site supervisor, and program director will complete blood-borne pathogen training.
- (4) All program directors, site supervisors, and caregivers will complete 16 clock hours of professional development annually on topics relevant to job responsibilities, including, but not limited to, child development and learning; health, safety and nutrition; family and



community collaboration; program management; teaching and learning; observation, documentation, and assessment; interactions and guidance; professionalism; and the child care center administrative rules. The center may count CPR and First Aid training for up to 2 hours of the annual professional development hours in the year taken.

(i.e. SIDS, Child Abuse, Recognition/Head Trauma, and Signs and Symptoms of Childhood Illness.)

- (5) An on-going professional development plan will be developed and implemented to include all the training and professional development required by the child care center administrative rules.
- (6) On-line trainings and correspondence courses will have an assessment of learning.
- (7) All program directors, lead caregivers, and at least 1 caregiver on duty in the center at all times in programs serving preschool age children and younger will have current first aid and infant, child, and adult CPR training.
- (8) Verification of all professional development required by this rule will be kept on file at the center. Verification will be issued from the training organization or trainer and include the date of the course, the name of the training organization or trainer, the topic covered, and the number of clock hours.

A file on each employee is kept in the Adrian College Baby Bulldog Center. In accordance with licensing regulations, each staff member must have the following on file:

1. Health Department File -- Contains records of experience, education, references, required coursework, required in-service, health assessment (which should include negative TB skin test result), Signs and Symptoms Course Certificate, First Aid Course Certificate and any and all other forms needed to document compliance with the Michigan Department of Health and Environment.
2. Personnel File -- Contains current tax withholding forms, and all other required forms determined by Adrian College Human Resources for payroll purposes. Information regarding attendance will be included in this file.
3. Professional Growth File -- Contains yearly evaluation forms and notes of observation and correspondence pertaining to the employee's professional growth and job performance.

- **Staff Evaluations**

1. Teachers are observed and informally evaluated on an on-going basis. Informal evaluations will occur each fall semester. Teachers will receive a formal evaluation yearly in May. This evaluation will be discussed with the teachers, individually, and they will have the opportunity to sign the evaluation signifying that they have read it. Teachers may write a statement concerning any points on which they disagree. The evaluations and any statements will become part of the teacher's personnel file.

2. Employees will be evaluated on a variety of factors, including but not limited to, attendance, ability to work well with other, completion of mandatory training, compliance with state regulations, etc.

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### **Termination -- Failure to Support and /or Follow Policies and Procedures**

The Adrian College Baby Bulldog Center reserves the right to terminate enrollment if a parent/guardian does not follow or fails to reasonably support this program's policies, procedures, and systems. Written notice will be given two weeks prior to the termination of a child's enrollment UNLESS immediate termination is deemed to be in the best interest of the child. The Adrian College Baby Bulldog Center Director has the discretion to make this decision.

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### **Transportation**

The Adrian College Baby Bulldog Center does not provide transportation to and from home or school.

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### **Tuition / Fees**

**\$180.00 per week per child (FULL TIME STUDENTS), or \$40.00 per day for a part time rate (ONLY FOR STUDENTS WHO ARE ENROLLED AS PART TIME).**

**\$150.00 per week per child for Adrian College Faculty, Staff, Students, and Alumni (FULL TIME STUDENTS), or \$35.00 per day for a part time rate (ONLY FOR STUDENTS WHO ARE ENROLLED AS PART TIME).**

It is your responsibility to keep your account at a zero balance.

An \$80 non-refundable enrollment fee is due at the time of initial enrollment and is payable at the beginning of each contract period (one time per year for yearly contracts, one time per year for academic-year contracts and one time per year for summer contracts).

You will be assessed a \$25 change of contract fee if at any time throughout the year you make a contract change.

Approved schedule changes made after the start of your contract period take effect the following Monday. Adjustments to your childcare tuition will appear on your next regular scheduled billing.

Tuition is billed every two weeks and is due in advance of childcare services.

Tuition payments should be made at the Cashiers Office in the Caine Student Center. The Caine Student Center is open Monday thru Friday, 8:30 – 5:00; Summer: Monday thru Friday, 8:00 – 4:00.

- **Yearly Contracts**

All parents/guardians will be required to meet with the Director prior to any August re-enrollment to sign new contracts, go over the Handbook and pay the registration fee.

No credit is given for absences.

- **Late Childcare Tuition Fee**

It is very important that tuition is paid on time. Payment is due the Monday before childcare services are rendered. If the Adrian College Baby Bulldog Center does not receive payment by Friday of that week, a \$20 late fee will be assessed. You will be assessed a \$20 late fee for every five calendar days (includes weekends) that your account is overdue. Cancellation of your childcare contract and termination of services by the Adrian College Baby Bulldog Center will result after three late notices or if your account is over \$500 delinquent.

- **Delinquent Accounts**

AC student, faculty, staff and alumni parents/guardians with a delinquent account will have an administrative hold placed on their records until the account is paid in full. A delinquent account will be subject to information being turned over to a collection agency for handling and collection.

- **Late Pickup Fee**

A late fee of \$1 per minute for the first 5 minutes and \$5 per minute thereafter will be assessed if your child is not picked up at your scheduled time. This fee is due at the time you pick up your child or you have the option of having it billed to your account. You will be asked to sign an agreement to pay when you are late. The doors to the Adrian College Baby Bulldog Center will be locked at 6:00 p.m. and children remaining at the Adrian College Baby Bulldog Center will be at the front lobby until a guardian arrives. The clock in the Adrian College Baby Bulldog Center lobby will be used to determine the time of pick up. Cancellation of your childcare contract and termination of services by the Adrian College Baby Bulldog Center will result after three late pick up charges.

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## Visiting the Adrian College Baby Bulldog Center

We have an “open door” policy regarding parents/guardians visiting the Adrian College Baby Bulldog Center during regular hours of operation. We encourage you to be involved in your child’s day care experience. An observation room is available if you wish to quietly observe your child. If teachers or administrative staff are not free to talk with you during an unscheduled visit, please understand that their first priority is to give their attention to the children; they will be happy to schedule a more appropriate time to meet with you at length.

We ask when visiting the Adrian College Baby Bulldog Center you respect the confidentiality of the other families enrolled by not discussing what you observe during your visit. It is against our policy to provide information about children other than your own. When you are visiting (or have a family member that is visiting) we ask that you stay no longer than thirty minutes. This will help with the routines and structure of the classroom and it will also help us maintain confidentiality. You may stay longer but we ask that you take the child out of the classroom and into the front lobby area, multipurpose rooms or outside.

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## Waiting List

As vacancies occur during the year, they are filled from a waiting list, or from new registrations. Families may apply to the waiting list by completing an application card accompanied by a non-refundable \$80 application fee. Applying for enrollment does not guarantee placement in the Adrian College Baby Bulldog Center. Once an opening for enrollment occurs, we review the waiting list. To begin, we have a strong commitment to families within our Adrian College Baby Bulldog Center that may be trying to place another child. These families receive priority. The enrollment process continues as follows:

1. Adrian College faculty/staff/alumni
2. Currently enrolled Adrian College students
3. Community Members-only if there is no waitlist from that age group will we take community members.

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## Withdrawing Your Child

Please give the Baby Bulldog Center a two week notice if you choose to withdraw your child.

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## References

Adrian College (2016). <http://adrian.edu/>

Creative Curriculum for Infants, Toddlers and Twos (2016).  
(<http://shop.teachingstrategies.com/page/76108-Creative-Curriculum-Infants-Toddlers-Twos.cfm>)

The Lenawee County Health Department (2016). <http://www.lenawee.mi.us/251/Communicable-Disease>

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National Association for the Education of Young Children (NAEYC) (2005). NAEYC Early Childhood Program Standards.  
<http://www.naeyc.org/files/naeyc/Position%20Statement%20EC%20Standards.pdf>

Wichita State University Child Development Center Parent Handbook (2016).  
<http://webs.wichita.edu/?u=childdev&p=/parenthandbook/>

\*This site is maintained by the Adrian College Baby Bulldog Center. This page last modified on July 11, 2016. If you find errors please bring them to the attention of the Director.

I have read and understand the policies and procedures outlined in the handbook and had the opportunity to ask questions. Furthermore, I understand that the policies and procedures in this handbook are subject to revision by the BBC Director and that families will be notified in writing of any changes.

By signing, I agree to follow the policies and procedures outlined in the Adrian College Baby Bulldog Center Parent Handbook.

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Parent Signature

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Date

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Printed Name

\*Please turn in this signed Parent Handbook signature page when you register your child with the BBC.