

Full-Time Weekly Tuition Schedule

Infant Room	6 weeks-15 months	\$385.00
Toddler Room	15 months-2 ½ years	\$385.00
Preschool Room	2 ½ years-5 years	\$295.00

Part-Time Weekly Tuition Schedule

Infant Room	6 weeks-15 months	\$275.00
Toddler Room	15 months-2 ½ years	\$275.00
Preschool Room	2 ½ years-5 years	\$205.00

Full-Time Monthly Tuition Schedule

Infant Room	6 weeks-15 months	\$1668.00
Toddler Room	15 months-2 ½ years	\$1668.00
Preschool Room	2 ½ years-5 years	\$1278.00

Part-Time Monthly Tuition Schedule (3 day minimum)

Infant Room	6 weeks-15 months	\$1191.00
Toddler Room	15 months-2 ½ years	\$1191.00
Preschool Room	2 ½ years-5 years	\$888.00

****Non-refundable Registration Fee: \$75.00****

****Tuition is a flat fee that must be paid in full regardless of your child's attendance due to illness, Covid exposure, holidays, or center closures****

FULLER HILL MISSION & PHILOSOPHY

Mission

Welcome to Fuller Hill Child Care Center. Our Mission is to offer a high quality, early childhood educational program and a loving caring environment for all children who attend. We foster trust and growth by showing respect for each child as a unique individual with different backgrounds, interests, needs and abilities. We operate full-service infant, toddler, young preschool and pre-school programs. We are happy to have you join us and look forward to getting acquainted with your family.

Philosophy

It is our belief that:

- Children have the right to a safe and secure environment.
- Children have a right to engage in developmentally appropriate activities.
- Children require emotional, intellectual, and physical stimulation.
- Children benefit from a shared effort between home and school.

To accomplish this we:

- Provide caring adult supervision and a variety of well-maintained equipment.
- Provide diverse activities and developmentally appropriate learning materials through "hands-on" experience and teacher assisted activities.
- Provide time and space for each child to pursue activities that interest him/her.
- Provide opportunities for independence, responsibility, initiative, competence and cooperation.

CENTER STAFF

At Fuller Hill Child Care Center we have experienced well-trained lead teachers as well as experienced substitutes. Fuller Hill does not discriminate in its hiring practices based on age, race, gender, religion or national origin. All staff members are required to pass a DHS Central Registry Clearance, ICHAT, fingerprinting, criminal history screening, staff screening, prior conviction screening before hire. All of our teachers continue to improve their professional development through participation in local conferences and workshops, attending regularly scheduled teacher meeting and staff training sessions equal to 16 clock hours annually. To optimize teacher/child interactions, staff/child ratios are as follows:

Infant 1:4 Toddler 1:4 Young Pre-school 1:8 Preschool 1:10

ENROLLMENT, WAITING LIST, AND WITHDRAWAL

Enrollment

Enrollment priority is given to St. Joseph Hospital Employees. We offer part-time and full-time child care year round.

In order to enroll your child you must:

- a. Schedule a tour of the facility.
- b. Be notified that a spot is available for your child(ren).
- c. Complete an application packet for enrollment.
- d. Pay a \$75.00 non-refundable registration fee for each child enrolled.
- e. Set a date for your child(ren) to start attending.

The first day of attendance you must provide:

- a. A completed Child Emergency Card
- b. A completed Personal Information form (KIDEX)
- c. Current copy of your child's immunization record
- d. Health Appraisal form completed and signed by child's physician
- e. A minimum of the first week tuition

Waiting List

In the event there is not an immediate position available for your child at the time you wish to enroll him/her, you can be placed on a waiting list. To do this, you must visit the center and fill out a waiting list form. At the time that you are notified of a potential position opening you will be required to pay the registration fee to ensure your position for the agreed upon date.

Withdrawal

We understand that circumstances arise that may require your child to dis-enroll from the program. We require 1 month written notice prior to withdrawing your child(ren) from the center. In the event that a 1 month notice is not given, you will still be responsible for tuition for the duration of 1 month. **Fuller Hill Child Care Center reserves the right to terminate any child(ren)'s enrollment from the facility based on our own discretion, with or without notice.**

HOLIDAYS AND HOURS OF OPERATION

Fuller Hill Child Care Center is open year-round. The hours of operation are from **6:30 a.m.- 6:00 p.m. Monday through Friday**. The Center is closed in observance of the following holidays:

- | | |
|-------------------|--|
| -New Year's Eve | -Eid (this day will vary based on lunar calendar 2 x's a year) |
| -New Year's Day | |
| -Memorial Day | -Thanksgiving Day |
| -Independence Day | -Friday after Thanksgiving |
| -Labor Day | -Christmas Eve |
| -Good Friday | -Christmas Day |

****Holidays that fall on a weekend will be observed either Monday or Friday****

Full tuition is due regardless of holiday closures

REGISTRATION, DEPOSITS, TUITION, AND LATE FEES

Registration Fee

A \$75.00 registration fee is due at the time of enrollment. This fee is non-refundable. To be placed on the waiting list and guarantee a position for your child on the date agreed upon by the director and parent the registration fee must be paid.

Tuition

The center's tuition is a flat rate. It is charged regardless of the child's attendance, center closing due to Holidays listed in our handbook and severe weather closures or delays, COVID exposure or illness. You may pay for child's tuition in three ways:

- Weekly
- Bi-weekly
- Monthly

A current rate sheet is included in this handbook. The director can provide a monthly rate if you chose a monthly payment schedule.

We ask that you pick up a scheduled plan for payment and let the director know which payment schedule you choose to follow. Tuition payments are made in **advance** of services rendered. If paying weekly or bi-weekly your payment will be due by Monday, if paying monthly your payment will be due by the first of the month. There is a grace period until Wednesday for weekly payments and until the 5th of the month for monthly payments. Any payments not paid by the end of the grace period will be

considered late. If payment of tuition is late and you have not made arrangements with the director for payment a late fee of \$25 per week will be assessed to your bill weekly.

Any returned check will result in a \$35.00 return check fee

Paying Tuition

Tuition payments can be made in the following ways:

Cash--place in an envelope labeled with the amount and your child's full name, reference the dates the payment is being made for. Place in the red drop box near the parent station labeled "tuition drop box"

Check – Reference your child's full name and tuition date in memo section.

Auto payments – This can be set up through your banking institution, please note, auto payments take a few weeks to set up, please keep current with tuition in the meantime.

Zelle App – Download the zelle app from your smartphone and follow set up instructions. Select Nimsha Inc. & fullerhillccc@yahoo.com. Follow instruction to send payments electronically to the center.

Assistance with Tuition:

Parents are responsible for full payments of child's tuition and will be held responsible for any amount not paid by outside agencies such as:

-DHS

-Great Starts to Quality

-VA child care subsidy program (FEEA)

Late Pick-Up Fee:

Parents who pick up children after our closing time of 6:00 p.m. will be charged \$15.00 for any portion of the first 15 minutes and an additional \$1.00 per minute thereafter. Staff will present the person picking up the child with a "late slip" indicating the number of minutes late and the amount owed. This may be paid at the time of pick-up or the following day. If unpaid in a reasonable time frame it will be added to your tuition bill. In extreme emergencies the late charge can be waived when cleared by the director.

VACATION

Fuller Hill Child Care Center requires the child to be enrolled in the program for one full year before they are eligible for unpaid vacation time. Unpaid vacation time will consist of 1 week per year in which tuition is not due. Please notify the director in

writing at least two weeks prior to planned vacation. Vacation time will be considered from beginning of the calendar year January to December.

DAILY ROUTINES AND ACTIVITIES

Drop-off and Pick-up

You are responsible for your child while you are at the center. Upon arrival, your child must be accompanied by a parent or guardian into the building, who must then notify a staff member of child's arrival and fill out the sign-in sheet located at the "Parent Station" in the front area of the center. At Pick-up time, be sure to collect your child's items including lunch box, bottles, outerwear, any soiled clothing, art projects etc. Sign-out sheet is also required to be filled out at time of pick-up. Please do not leave your child unattended while you are in the building.

If you are unable to pick up your child, please arrange for another person listed on your filed emergency card to pick up your child and advise us of your change in plans. If a person not listed on your emergency card will be picking up your child, written permission from the parent or guardian is required to inform us of the person who will be picking up your child and must show proper identification before child will be released. Fuller Hill Child Care Center will NOT release any child to anyone unless the above listed procedure is abided by.

You may drop-off and pick-up at any time during our hours of operation. We encourage you to maintain a regular schedule so staffing can be scheduled around your chosen arrival and departure times. If your routine will change, even temporarily, please notify staff in advance.

Please notify the center by 10:00 a.m. if your child will be late or absent.

****Tuition is not waived during these times****

Open Door Policy/Security

Fuller Hill Child Care Center has an open door policy. We welcome and encourage all parents to visit our center at any time. We want you to feel comfortable in knowing your children are being well cared for. For security purposes all families with a child enrolled at Fuller Hill will receive a key card activated by St. Joseph Mercy Hospital security department. This key card will give parents access to the building between the hours of 6:30 a.m. to 6:00 p.m. Monday-Friday. All parents/guardians must enter through the main entrance. Any person who does not have a child enrolled in the center must show proper identification before entering the building.

Making the Separation

Separation from home and family can be a difficult transition for some children. Crying and feeling sad are natural reactions to separation. Our highly trained staff will deal with those feelings in a gentle and positive manner. Given time, most children make a positive adjustment between home and school. Transitions are sometimes made easier for your child if you visit the center together before the actual start date. We have found that “sneaking out” of the room increases child’s anxiety, so we ask that you simply tell your child where you are going and when you will be back. Please feel free to call during the morning if your child had difficulty separating so that we can update you on his or her well-being.

MEALS AND SNACKS

Infants

Bottles, baby food and special dietary foods are to be provided by parents. Bottles must be prepared, dated and labeled with child’s name and contents daily. The center has ample space for storing frozen breast milk if needed.

We provide breakfast a mid-morning snack and a mid-afternoon snack to all children in attendance over 1 year of age. Breakfast and snack menus are published and posted in classrooms. We ask that you inform us of any special dietary restrictions and send an alternative snack choice if needed. The center provides milk & water with meals and snacks throughout the day. The center also provides disposable cups, bowls, and utensils. You are responsible for providing your child’s lunch Monday-Thursday on Friday, pizza is offered for an additional \$5.00 weekly. If a parent fails to provide lunch for their child the center will provide a lunch at the expense of the parent in the amount of \$5.00.

Please help us comply with licensing requirements by sending well-balanced meals and avoiding foods that are high in sugar content, particularly candy and pop. Please send foods prepared the way you want them to be served (i.e. cut, peeled, and cooked). We can warm foods in the microwave. To avoid choking make sure that food for toddlers and infants are cut into 1/4in. pieces. Food must be sent in a lunch box or bag labeled with your child’s first and last name and placed in the refrigerator. Due to limited space please do not send “over-sized” lunch boxes.

CLOTHING

Please dress children so they are free to explore and participate in messy activities. Understand that your child may get themselves and their clothes dirty. In

case of bathroom accidents or messy situations be sure your child has clean clothing labeled with your child's name. Please dress your child appropriately for weather.

REST TIME

State Law requires that we provide a rest period for children who are at the center all day. To make the experience more comfortable for your child, we ask that you bring a blanket labeled with your child's first and last name (pillows are optional). For sanitization purposes, we require you to take your child's blanket and pillow case home on Friday and return it to us freshly laundered on Monday. All cots and cribs are sanitized weekly.

PROMOTING GOOD HEALTH

Toys are disinfected daily in the infant room, toddler room, young pre-school room, and pre-school room. Changing tables are disinfected after each diaper change. Staff members are trained to use gloves and wash their hands as well as the child's hands; before and after food contact, after diaper change, returning from gym or outdoors, toilet use or coming in contact with any bodily fluid.

During the summer months, please be sure to provide a wide-brimmed hat and adequate sunscreen for your child. Staff will make sure that these items are used. During the hottest parts of summer we take necessary precautions to avoid sun and heat related problems and or health risks. Please label all your child's items.

DIAPERS AND WIPES

Parents are responsible for providing diapers and wipes for their child (ren). You will receive a reminder notice when your child is running low on these items. Please note: If you have not furnished diapers or wipes they will be provided by the center on a daily basis and you will be billed.

ILLNESS

Illness

Illness presents difficulties for parents, staff and other children as well as the child who is sick. Mild illness is very common among children. Children with mild symptoms associated with the common cold, croup, bronchitis, viral respiratory infections, or ear infections, but without fever, do not need to be removed from Fuller Hill Child Care Center unless other criteria are present. However, if the child is irritable, crying continuously, and requiring one-on-one attention parents are encouraged to keep their child home and seek appropriate medical attention. If your child displays the same symptoms while at the center you will be asked to pick up your

child. A Parent may be asked to pick-up their child under any of the following conditions:

- Fever 101.0 degrees F or above
- Excessive Diarrhea
- Rash (other than known diaper rash)
- Sore throat accompanied by fever
- Lice or Scabies
- Communicable disease such as chicken pox or measles
- Vomiting
- Others;
- Persistent pain
- Pink eye
- Earache/ Infection
- Stomach ache
- Ring Worm
- Mouth sores with drooling

A. Illness which prevents the child from participating at all in normal center activities.

B. Illness which results in a greater need for staff support and comfort than normal, which may compromise the quality of care, health, and safety of our children at the center.

C. COVID exposure or symptoms. Please follow the protocol for covid policies and procedures attached to this packet and found on our website.

Please inform the staff of any diagnosis your pediatrician has made in order for us to inform other families of potential illness that may arise.

CENTER POLICIES

Inclement Weather

Fuller Hill Child Care Center has great concern for the health and safety of parents, staff and children. We will strive to maintain operating hours in the event of inclement weather. However, when the Ann Arbor Public Schools close due to inclement weather Fuller Hill Child Care Center will delay opening till 9:00 a.m. to allow parents and staff to safely arrive to the center. On delayed openings, we will contact parents via text message.

*****Please watch the news for Ann Arbor Public Schools closing*****

Drills

Tornado drills and Fire drills are performed quarterly. All drills are documented so that in the event of an emergency our children and staff will be able to move safely, quickly and with minimum amount of anxiety. Our specific emergency procedure and escape routes are posted throughout the building.

Medications

All medication must be documented and administered by staff. Please do not put medication in your child's lunch box or anywhere they may be self-administered. Medications will be administered subject to the following conditions:

Prescription Medication:

- a. A medicine permission slip is completed with the date, medicine name, child's name and dosage, time of dosages, parent signature and length of time the medicine is to be taken.
- b. Prescription medicine must have the pharmacy label with the physician's name and dosage. **MEDICATION IS ADMINISTERED TO A CHILD ONLY IN ITS ORIGINAL CONTAINER.**

Non-prescription Medication:

- a. Over the counter medications must be labeled with the child's name and dosage. Non-prescription medicines such as cough or cold syrup are not given without a written permission slip.
- b. Cough drops cannot be administered at the center due to choking hazards.
- c. In order to avoid masking a more serious condition, (Tylenol or Motrin) will only be given when prescribed by a physician and the proper medication slip is filled out by the parent. Exception; when a child is teething, pain relievers may be given without a physician's prescription.

Minor Injuries

Staff members will provide appropriate first-aid for minor cuts, bruises and insect bites. An accident report will be completed and you will receive a copy. A minimum of 2 staff members present in the building are trained in first-aid, CPR, and use of an epi-pen to administer proper care when needed.

Medical Emergencies

Your child's "emergency card" is *essential* in medical emergency situations. We will contact parents immediately if your child is hurt and requires medical attention. If we cannot reach you, we will then attempt to contact your emergency contact person listed on your child's emergency card.

Appropriate first aid will be administered while we wait for parent's arrival. In the event that emergency care is required, 9-1-1 will be contacted first and a staff member will accompany your child to the nearest medical facility as indicated on your emergency card. Parents will be notified of the current situation and asked to meet their

child and staff at the hospital. Parents will also be notified for injuries that are not an emergency that may require a physician's consultation.

Indoor/Outdoor

Unless weather conditions prohibit, we go outside with the children daily. All children will be expected to participate in going outdoors. Appropriate clothing is very important. Please be sure your child is dressed appropriately for the weather.

Discipline

We believe that discipline is the process of learning social skills and self-control. We handle discipline in a positive way that increases the child's self-esteem and ability to choose appropriate behavior.

We set limits that foster shared control between children and adults and protect children from hurting themselves, others or the environment. Children are encouraged to solve conflicts on their own. When situations are beyond their ability to resolve, teachers will model appropriate ways of settling conflict by redirecting or, if necessary, removing the child from the situation.

If a child's behavior repeatedly endangers others, a parent/staff conference will be arranged to discuss solutions and strategies or dismissal.

To prevent child management difficulties, staff will be expected to:

- a. Establish and maintain a consistent and safe learning environment.
Expect and plan for the different ways children will use materials.
- b. Support children's choices and interests.
- c. Model care and concern for people, pets, the classroom, its materials, and the environment.
- d. Show respect by eliciting, listening to, and valuing each child's point of view, ideas, concerns and feelings.
- e. Work together as a teaching team with parents, to discuss and agree on rules, limits, expectations and providing consistency for the children.

Our discipline goal is to help children develop their own self-control, not to have them blindly obey adult commands. Any action we take must immediately follow the child's behavior to make it clear what behavior was not acceptable. We help children understand why their behavior is not acceptable, while showing them we recognize

their feelings. We are consistent. We make them feel loved and respected even when their behavior is not acceptable.

Note: Physically or emotionally harming children will never be tolerated. This includes any physical punishment as well as demeaning verbal discipline. To do so will be grounds for immediate dismissal of staff from Fuller Hill Child Care Center. *All staff members are trained in recognizing and reporting any signs child-abuse and neglect*

Child Evaluations

It is our goal that your child has an excellent start towards a successful life. Your child's interaction with other children, the staff, and the physical environment will be closely observed. The information will be shared daily, informally and annually through a formal conference. "The Ages & Stages" assessment is used as a guideline to ensure your child is meeting his or her developmental milestones. Please feel free to address any questions or concerns at any time with your child's primary teacher.

PARENTAL INVOLVEMENT AND PARTICIPATION

Communication

We believe that open, honest communication between staff and families is the key to building relationships that will benefit your children and our program.

Communication resources include:

- Weekly posted lesson plans
- Drop-off/Pick-up conversations
- Annual Parent-Teacher conferences
- Parent Visitation
- Infant Daily-log
- Text messaging updates

Please be advised that soliciting any of the staff at fuller hill child care center for employment outside of the facility will result in immediate termination of your child's position at the center.

CLOSING STATEMENT

We know that no booklet can encompass all of the possible situations which may arise in child care. This reference is to help you understand Fuller Hill Child Care Center and its policies better. We will continue to rely on the experience and judgment of our staff to handle any situation that may arise. We hope that your family's time with us is a warm, pleasant, growing experience. We welcome you to the Fuller Hill Family☺

CONTRACT AGREEMENT

I, _____, hereby agree to comply with the rules and regulations as stated in this parent Handbook/Contract Agreement. I have read the Parent Handbook/Contract Agreement in its entirety, and understand the conditions and terms stated therein.

Your Child's Name (Printed)

Date of Birth

Parent/Guardian Signature

Parent/Guardian Signature

Director's Signature

Date

Fuller Hill Child Care Center does not discriminate on the basis of sex, race, color, religion, or national origin.