

Teddy Bear Daycare and Preschool LLC



Parent Handbook

"Learning is not a race of information; it is a walk of discovery"

TABLE OF CONTENTS

GENERAL INFORMATION.....	3
ADMINISTRATION.....	3
PHILOSOPHY.....	3
COMMUNICATION.....	4
FAMILY PARTICIPATION.....	4
VISITORS & VOLUNTEERS.....	5
ENROLLMENT.....	5
TOUR POLICY.....	5
ANNUAL FEE.....	5
FUTURE ENROLLMENT.....	5
ADMISSIONS PAPERWORK.....	5
INDIVIDUALIZED NEEDS.....	6
HOURS OF OPERATION.....	6
ARRIVAL AND DEPARTURE PROCEDURES.....	6
FINANCIAL POLICY.....	7
PAYMENTS.....	7
OVERTIME RATE.....	7
TUITION RATES.....	7
CURRICULUM.....	8
CURRICULUM.....	8
RELIGION AND CULTURAL DIVERSITY.....	8
CONFERENCES & ASSESSMENTS.....	9
DAILY SCHEDULE.....	10
CLASSROOM AND KINDERGARTEN TRANSITIONS.....	10
PRESCHOOL REST TIME.....	11
INFANT AND TODDLER CARE.....	11
DIAPERING AND TOILET LEARNING.....	11
NUTRITIONAL MEAL TIMES.....	12
CELEBRATIONS AND FIELD TRIPS.....	13
DISCIPLINE.....	13
BEHAVIORAL PLANS & EXPULSION POLICY.....	13
DISCIPLINE STATEMENT.....	14
HEALTH AND SAFETY.....	14
EMERGENCIES.....	14
ILLNESS POLICY.....	15
EXCLUSION POLICY.....	16
MEDICATION.....	16
PARENT REUNIFICATION.....	17
INCLIMATE WEATHER.....	17
BUSINESS INTERRUPTIONS.....	18
CONFIDENTIALITY.....	18
AVAILABILITY OF LICENSING INFORMATION.....	18

GENERAL INFORMATION

Teddy Bear Daycare & Preschool opened its doors in the summer of 1984, founded by Beth Fryer as a way to support her family while providing playmates for her children. What began as a short-term plan quickly blossomed into a lifelong passion—and a trusted preschool that has nurtured generations of families in our community.

Teddy Bear Daycare & Preschool is licensed through the State of Michigan, with individual site capacities ranging from 20 to 61 children. Our commitment to high-quality care includes ongoing professional development. Our team regularly attends workshops, conferences, and specialized training to stay current in the ever-evolving field of Early Childhood Education - ensuring we provide the best possible care and learning experiences for the children and families we serve.

Today, Beth (retired) is proud to offer three beautiful, well-equipped facilities, each designed to support the developmental needs of young children. Our program features spacious, child-friendly indoor environments and inspiring outdoor classrooms that encourage meaningful connections with nature. We believe that the most powerful learning happens through hands-on experiences, and our outdoor spaces are rich with natural elements that invite exploration, creativity, and discovery.

Location Name	Address	Phone Number	Site Administrators
14th Street	222 E Fourteenth St. Traverse City, MI 49684	(231) 941-1330	Molly Miller, Anna Fryer, and Alexa Cherup
Long Lake	7738 N Long Lake Rd. Traverse City, MI 49685	(231) 943-2018	Molly Miller, Anna Fryer, and Alexa Cherup
Bass Lake	1497 Bass Lake Rd. Traverse City, MI 49685	(231) 941-4877	Margo Hoagg, Anna Fryer, and Molly Miller

CENTRAL ADMINISTRATION

Anna Fryer, our Multi-Site Administrator and Licensee Designee, joined the team in September of 2014. Anna holds a Master's degree in Early Childhood Education with a specialization in Family and Community Partnership.

Molly Miller, Multi-Site Program Coordinator and Licensee Designee, has been part of our team since May of 2018. Molly has many years of experience in Early Childhood and Managerial services.

Alexa Cherup, Multi Site Administrator has been part of our team since March of 2018. Alexa has multiple years of experience in management and early childhood education. She is a graduate of NMC, holding 2 degrees related to ECE.

The Teddy Bear Administration team actively attends multiple Early Childhood Conferences each year to stay current in our ever-evolving field. We are also proud members of the Michigan Association for the Education of Young Children (MIAEYC) and participate in the Great Start to Quality rating system.

PHILOSOPHY

At Teddy Bear Daycare & Preschool, we know how important the emotional and social development of your child is. Each child is a unique individual and we strive to provide an environment that focuses on the child's whole development. Your child's day will be filled with many educational activities that will stimulate them not only socially, but intellectually, emotionally, and physically as well. We strive to have a balance of preschool activities along with many real life lessons. Our feeling is that children learn and grow through play, so we leave plenty of time in our day for intentional teaching. Your child will learn the importance of cooperation, sharing,

understanding his or her feelings, balancing the needs of others in interactive settings, self-confidence and respect for themselves as well as their surroundings.

The children in our care will enter kindergarten with a substantial foundation to begin their school journey. We believe high on the priority ladder are self-awareness skills, willingness to take reasonable risks, interest in experimentation, natural curiosity, and positive self-esteem. We strive to develop a sense of wonder in each child. Our care is an extension of your home and we strive to work together with you to promote the healthy growth of your child during the important years of Early Childhood with continuity and trust.

Teddy Bear provides children with a safe, engaging, and exciting environment where children are free to learn and grow at their own pace. We honor and respect each other's differences and desire to interact together in a happy and engaging way. We have simple expectations and rules at our school that children learn to follow as they interact with others. The three rules are: keep our school safe, our bodies safe, and our friends safe. Almost any kind of behavior falls within one of these expectations.

COMMUNICATION

At Teddy Bear Daycare & Preschool, we believe strong communication is essential to your child's Early Childhood Education experience. Our teachers recognize the importance of starting each day on a positive note—greeting every child and their family warmly upon arrival. We know that the first few moments of the day set the tone, and we strive to make them feel welcoming, safe, and special.

To keep families informed and connected, we use a variety of communication tools, such as quarterly newsletters and the Brightwheel app. Brightwheel is an easy-to-use, real-time platform that gives you a detailed snapshot of your child's day. This includes updates on meals, naps, diapering/toileting, behavioral observations, and developmental milestones.

In addition to daily updates, Brightwheel also allows our center to securely manage important information such as your child's name, birthdate, emergency contacts, and approved pick-up persons. Upon enrollment, families are invited to download and begin using the app to stay informed and involved in their child's day-to-day experience.

FAMILY PARTICIPATION

At Teddy Bear we value the partnerships we have with families and the community. We acknowledge that parents are the expert on their child. You are encouraged to visit your child's classroom, as Teddy Bear takes pride in spreading our passion with both your family and the community.

STAFF RELATIONS

All parent-to-staff communication must remain on Brightwheel, unless otherwise approved by Teddy Bear Administration. Brightwheel provides a clear, reliable, and documented way to share important information, ask questions, and stay connected about your child's day.

We kindly ask that all communication remain respectful, thoughtful, and collaborative. By maintaining positive and professional relationships, we can ensure that every conversation stays focused on what matters most—supporting each child's growth and well-being. This should all be through our Bright Wheel app not via personal text or calls individually with staff.

In the instance that a parent becomes disgruntled with a policy outlined in this handbook, please contact your administrative team versus presenting the concerns in the classrooms with the teacher. We will have a phone conference, and/or meeting with the family. Should the conflict not be resolved between administration and a continuation of breach of policy and/or dissatisfaction of the decision of our team we will revisit if care is mutually beneficial for the center and the family.

VISITORS & VOLUNTEERS

Visitors and volunteers are required to stop in the office to sign in and out. Visitors will never be left alone with children; a staff member will always be present.

All volunteers must follow State of Michigan Child Care Center Licensing rules and regulations, including a self-certification of not being accused of or convicted of child abuse and/or neglect. Volunteers must also be free of any sexual abuse and not be named on the PSOR (sex offender registry). Before a volunteer is unsupervised with children they must meet the same requirements as a caregiver that include a background check, fingerprinting, signed policy of abuse and neglect, SIDS and Shaken Baby training, and CPR/First Aid certification.

Enrollment

Teddy Bear Bass Lake	2.5 years to 6 years and 11 months
Teddy Bear Long Lake	Birth to 9 years and 11 months
Teddy Bear 14th Street	Birth to 6 years and 11 months

Please refer to the Financial Contract for more billing information and policies.

TOUR POLICY

Teddy Bear will hold your available spot for 48 hours after your tour. Should you choose to not commit within the allotted time frame, the spot will be offered to the next person on the waitlist.

ANNUAL REGISTRATION FEE

An Annual Registration Fee of **\$250, and \$175 for each child thereafter**, is due on August 1st to secure your child's enrollment for the following contract year. . This fee helps offset administrative costs, classroom materials, and the general upkeep necessary to maintain a high-quality learning environment.

- The fee is non-refundable and non-transferable.
- It is due with the August monthly payment
- Enrollment for the following contract year is not considered complete until this fee is paid in full.
- Families with multiple children enrolled will need to pay the fee for each child unless otherwise stated in a special circumstance.
- Failure to pay the enrollment fee on time may result in the loss of your child's reserved space in the program.
- If you enroll within 90 days prior to contract renewal, you will not be required to pay an additional fee in September.

FUTURE ENROLLMENT

To hold a spot prior to enrollment for a maximum of three months, you will be required to pay 50% of tuition for the holding period.

ADMISSIONS PAPERWORK

Upon a child's first day at Teddy Bear, the required documents are needed for acceptance at parent drop off. Parents and/or Legal Guardian is responsible for ensuring full accuracy of the information provided within our enrollment forms.

- Child Information Record (Completed in full)*
- Health Appraisal (Completed by a Health Care Physician), due upon enrollment and yearly thereafter
- Immunization Record -or- Waiver completed by the Grand Traverse Health Department
- Financial Contract*
- Parent Handbook Acknowledgments*
- Parent Permissions Form*

G. "Getting to Know You" Form

*Reviewed annually Parent and/or Legal Guardian

CHILD ENROLLMENT SCHEDULE

When enrolling your child at Teddy Bear Daycare and Preschool, you may choose between a full time M-F schedule, a M/W/F schedule, or a T/TH schedule.

INDIVIDUALIZED NEEDS

At Teddy Bear, we believe that each child is and will be appreciated for their unique qualities. We will work together with the parents and any other agencies that may be involved, to give your child the best care and education possible. We welcome any sort of therapy/services needed in the school. It is our goal to provide full inclusion and acceptance into our program for children of all abilities.

"The first five years have so much to do with how the next 80 turns out" -Bill Gates Sr.

HOURS OF OPERATION

Teddy Bear Daycare and Preschool is open from 7:00am-5:30pm Monday through Friday, twelve months a year, except for the following paid tuition holidays:

- New Year's Eve
- New Year's Day
- Spring Break (50% tuition)
- Memorial Day
- Mid-Summer Break (days off vary annually and will be provided on the calendar)
- Labor Day
- Thanksgiving Day and the Friday after
- Christmas Week, as defined as the week between Christmas Eve and New Year's Day
- 3 Paid Professional Development days (days will be announced on the Calendar communication)
- Friday before Labor Day

Please note:

- Specific paid closure dates will be announced annually.
- In the event a holiday falls on a weekend, Teddy Bear will elect to close the Friday prior or the Monday following the holiday. If a holiday, or day observed, falls on your child's regularly scheduled day, it is considered a paid tuition holiday.

ATTENDANCE POLICY

You are required to provide an arrival and departure time for your child that is within a 9.5-hour timeframe. You may change your child's arrival and departure time but must provide a minimum two-week notice. You may not change your child's schedule more than 4 times in a contract year.

ARRIVAL AND DEPARTURE PROCEDURES

In the event that someone other than a parent/ guardian will be picking up your child, we will ask for proper identification and correspond with the emergency cards as children will ONLY be released to those on the emergency cards to ensure safety.

Parents must message on Brightwheel before 9AM, notifying your child will be later than typical. If the parent fails to do so, they will not be included in our roster for the day. Children must arrive for the day by 10AM, unless there is a special circumstance such as an appointment. If you do not arrive by 10am your child without being

prearranged, we will welcome your child back the following day they are contracted for.

Arrival time is an important start for our day together. If your child has a difficult time transitioning we will help support him or her emotionally and physically until they feel comfortable to participate in activities. If there has been anything that occurred during the night prior that may affect your child's behavior please notify us at drop off. This is important as it helps us to better understand your child's disposition and behavior. After your child says good-bye to you, we ask that they wash their hands to ensure the elimination of germs.

At Teddy Bear, we welcome parents to stay for up to 15 minutes during arrival and departure times. We value open communication and believe it is important for children to feel safe and comfortable before their parents depart. At the same time, we also recognize that extending drop-off for too long can sometimes create added stress and emotions for the child.

Our goal is to provide a smooth, supportive transition that helps each child start and end their day in a positive way.

All children must be accompanied before leaving the building.

FINANCIAL POLICY

Parents are required to complete a current year Financial Contract when enrolling in Teddy Bear Daycare & Preschool. Upon enrollment, you will complete a new financial contract annually on August 1st. The Financial Contract will be provided to you no later than June 30th, and must be returned to Administration within 2 weeks.

PAYMENTS

Teddy Bear accepts payments through the Brightwheel app. The only exception to this is if your child is enrolled in a subsidy program that has been approved by the Teddy Bear billing department. If payment is not received on the first of the month, a \$10 daily charge will be added until your balance is paid in full. Teddy Bear does partner with DHHS and TriShare.

OVERTIME

Should you arrive after 5:35 pm, you will be required to pay an overtime rate of \$10 initially and \$1 per minute thereafter. Teddy Bear has the right to change your child's attendance times if you are continually arriving after closure.

TUITION RATES

Tuition is charged by the month, calculated x4.33. Payments are due on the 1st of each month. It is the parent's responsibility to let Administration know if your billing is incorrect. Any days or rates that have not been billed appropriately is the parents responsibility to pay. Should you leave care with a past due balance, Teddy Bear has the right to take further legal action to be sure the balance is paid in full.

MEAL PLAN

Teddy Bear Daycare and Preschool locations are not eligible for the Michigan Child and Adult Care Food Program (CACFP, income based).

Teddy Bear will charge a dollar amount for children 12 months and up, on a monthly basis via Brightwheel to account for food costs. Please be advised this is billed based on the actual in school days per month and will vary. The daily charge entails breakfast, lunch and two snacks at 14th Street and Bass Lake, and breakfast and two snacks at Long Lake. This cost will be waived for scheduled personal days. The late fee policy will take place should the bill become past-due.

If your child will not be in attendance for a vacation of a minimum 2 week notice via Brightwheel, you are not required to pay for the meal fee for those days. If you request to use your annually contracted personal days, you will also not be required to pay the meal fee for those days.

DAILY RATE

Should a parent wish to add a day outside of their contracted schedule and it has been approved by the Program Administrator, you will be billed on Brightwheel. This charge must be paid the day it is billed, regardless of circumstance. The late fee policy will take place should the bill become past-due.

14th Street Monthly Tuition

	0-2.5 YEARS OLD	2.5-6 YEARS OLD
FULLTIME	\$1700	\$1,400
M/W/F	\$1,065	\$870
T/TH	\$727	\$598

Meal Fee: \$5 per day

Bass Lake Monthly Tuition

	2.5-6 YEARS OLD
FULLTIME	\$1,465
M/W/F	\$896
T/TH	\$615

Meal Fee: \$5 per day

Long Lake Monthly Tuition

	0-2.5 YEARS OLD	2.5-6 YEARS OLD
FULLTIME	\$1,625	\$1,400
M/W/F	\$1,000	\$870
T/TH	\$695	\$598

Meal Fee: \$3 per day

Added Daily Rate

LOCATION	0-2.5 YEARS OLD	2.5-6 YEARS OLD
14TH	\$85	\$70
LONG	\$80	\$70
BASS	—	\$72

Please view the Financial Contract for further policies, discounts, attendance policies, etc.

CREATIVE CURRICULUM

At Teddy Bear, no two days are ever the same! Each day begins with a plan, but we also allow the children's interests to guide the direction of our learning. When a child shows curiosity about a topic, we gather materials and resources to enrich their play and investigation. This child-led approach helps children develop a deeper understanding of concepts and, most importantly, a genuine love of learning.

We use Creative Curriculum as the foundation of our teaching. This approach supports growth in both academics and social-emotional skills, while encouraging curiosity, problem-solving, and imagination. We also incorporate Montessori-inspired activities, giving children opportunities to learn through hands-on exploration and independence. Teachers provide guidance and planned activities, but children also have the freedom to make choices and feel proud of their learning.

Because children learn best through their surroundings, we place great importance on both the indoor and outdoor environment. Classrooms and outdoor spaces are thoughtfully arranged to inspire discovery, creativity, and connection to nature. We spend much of our day outside in all seasons, where children can explore and learn from the world around them.

To ensure each child's growth is supported, teachers use simple assessments like observations, portfolios, and Brightwheel notes. These allow us to track progress, celebrate achievements, and tailor learning to each child's unique needs.

MESSY PLAY

Teddy Bear Daycare and Preschool is a proud supporter of learning through play, especially in nature! Messy play includes hands-on, sensory-rich activities such as painting, water play, sand, mud, clay, playdough, and other creative materials.

Why Messy Play Matters:

- Encourages creativity and imagination
- Supports sensory and motor development
- Promotes language, social, and cognitive growth
- Teaches cause and effect, problem-solving, and experimentation

We understand that messy play can mean stained clothes or dirty hands—but we assure you, it also means growing brains and joyful learning.

What Parents Should Know:

- Please dress your child in play-friendly clothing every day.
- We encourage extra clothing in your child's cubby. We love to be barefoot!
- While we use washable materials, some stains may still occur—thank you for understanding.

We appreciate your support in letting your child fully experience the joy and benefits of messy play!

Please be sure that your child has multiple sets of clothing, those that can get messy. We know that many families have appointments, stores to stop at etc. If you wish to have your child cleaned up, and ready to go by a specific time, please message your child's teacher on BrightWheel. We know that a child going home covered in paint or mud means they had an amazing day and learned so much!

RELIGION AND CULTURAL DIVERSITY

At Teddy Bear Daycare & Preschool, we believe in open discussion about all religions and respect everyone's viewpoint. We will encourage questions, open discussion, and are more than willing to practice different cultures and celebrate holidays based on religious preference. If you are not comfortable with this practice, please let us know. We want each parent to feel as though they can make a choice about what their child is exposed to. At our centers, we also request photos from home to help children feel safe, secure, and involve their culture in the classroom. These photos are displayed on the walls and throughout the classroom.

At Teddy Bear Daycare & Preschool, all families are shown respect regardless of race, gender, national origin, or creed. The children will be taught respect for each other and cultural differences that may exist. Children are encouraged to use home languages as well as introduced to other languages that are present with peers in their classroom. All children are appreciated for their uniqueness, and to celebrate their cultural differences. If a family has a tradition they would like to share with the group, please contact us to know how to coordinate to accommodate schedules.

CONFERENCES & ASSESSMENTS

Your child's teacher will provide you with an anecdotal note each day through Brightwheel. This information allows teachers to create group and individual lesson plans based on learning abilities and developmental milestones. Teachers will collectively share information with you at parent teacher conferences. Conferences will take place each fall and spring. This will be a time for you to get an in depth picture of your child's developmental strengths and needs as well as set goals for your child within the classroom.

DAILY SCHEDULE

View a sample schedule of a day at Teddy Bear! Note that the daily schedule may change based on age and/or classroom.

7:00AM-9:00AM: Arrival/Breakfast Our day begins with free choice play. We have several centers set up in various locations of our space along with some self-directed art activities and table top activities. Breakfast is provided on the table, and served in a family style format. Children can wash hands and have breakfast if they choose. Children will be assisted as needed based on their developmental level. In the summer, breakfast is served outdoors most days (Preschool age).

9:30 AM-10:00 AM: Large Group/Music Time All children come together in a large group setting. A large group can consist of a game, book, experiment, music, or other activity. These will be listed on the classroom's Lesson Plan.

10:00 AM-10:30 AM: AM Snack We serve snack family style as well. Snack is always optional, and the children are welcome to eat when they are ready. *This is a time for children to review their morning during open-ended communication with staff at their family style meal.*

10:15 AM-10:45 AM: Small Group Time/Recall We divide into groups based on age, ability and attention span. Our small groups are held in an assortment of places. Maybe the woods, play yard, or inside. All dependent on what the study is or the interest of the children. These will be listed on the classroom's Lesson Plan.

10:45 AM-12:00 PM: Outdoor Time We explore nature, run, climb, kick, dig, dance, hike, throw, hang from bars, work in the garden, paint on easels, build with boards, sheets and tires. Just good ol' fashion fun. The possibilities are endless.

12:00 PM-1:00 PM: Lunch Lunch is served family style as well. Children wash hands to prepare for lunch and we eat together, outdoors as much as possible. *This is a time for children to review their morning during open-ended communication with staff at their family style meal.*

1:00 PM-3:00 PM: Rest/Quiet Time Children are given the opportunity to nap. If they choose not to sleep, we will provide quiet activities/books for rest time. After a while, we will take a group of children outside or to another area to play while the others nap.

3:00 PM-3:30 PM: PM Snack We serve snack family style as well. Snack is always optional, and the children are welcome to eat when they are ready.

4:00 PM- 5:30 PM: Outdoor Time In the winter months we do additional large group activities such as games, stories, dance parties, etc. In the warmer months, we spend our afternoons outside, incorporating the outdoors into these activities.

CLASSROOM TRANSITIONS

Transitions amongst classrooms will be discussed with staff and parents to ensure that everyone is comfortable, and the child feels confident within the classroom. Parents will be provided a "Getting to Know Your Child" informational sheet that we will pass onto their next teachers. Conferences for transitions are available upon request. We will never move primarily based on age; the child's developmental milestones will always be assessed beforehand. Our staff will provide a smooth transition into kindergarten or other school-based programs. This is the biggest transition thus far and Teddy Bear will provide support for all aspects.

KINDERGARTEN TRANSITIONS

We are excited to support you and your child during their upcoming transition to kindergarten. This is a big milestone—and a mix of emotions is completely normal! Whether your child is eager, nervous, or a little of both, we are here to help make this change as smooth and positive as possible. Kindergarten brings new routines, increased independence, and a more structured learning environment. Your child will continue to build on the social, emotional, and academic foundations they've developed in preschool—skills like following directions,

working in groups, expressing emotions, and basic literacy and math concepts. Please know that our team is here to answer any questions you may have.

In the event you would like feedback on schools in the area, the administrative staff will be happy to facilitate meetings to ensure you find the best fit for your child.

PRESCHOOL REST TIME

At Teddy Bear, we believe every child should be offered a minimum of 20 minutes that includes independent quiet time. Once the 20 minutes is up, if the child is showing they would like to get up or be done resting, he/she will be offered a quiet activity. Once the majority of the classroom is finished with rest time, or are asleep, the awake children will be offered time to go outside if weather approves. Children will never be forced to sit or lay on their rest mat at any time.

INFANT AND TODDLER REST TIME

Infants and Toddlers sleep on demand. The center will provide a comfortable, low stimulating space for sleeping. Infants will be placed on their backs only in an approved crib with wooden slats that meet Consumer Product Safety Commission (CPSC) standards. At no time will infants/toddler be awakened forcefully. Each child will have his/her designated crib with a tight fitting crib sheet and flat mattress. Infants will not be permitted to use bouncy seats, swings, etc. for sleeping in. They will be moved immediately to correct sleeping positions and placed in correct equipment. For an infant who cannot rest or sleep on her or his back due to disability or illness, written instructions, signed by the infant's licensed health care provider, detailing an alternative safe sleep position and/or other special sleeping arrangements for the infant, including a time frame of the alternative shall be followed and on file at the center.

Blankets, mobiles, or other materials are not permitted under any circumstance in a crib with the infant. If the child needs "swaddling", this may happen in a "swaddler" that has velcro and/or a sleep sack for infants up to two months of age. Parents must provide those for use. Sleep sacks are permitted if the child's arms are free, and the appropriate age and/or weight is listed on the consumer's tag of the sleep sack.

Toddlers will be provided with a rest mat that is easily cleaned and sanitized. Please provide a fitted crib sheet (fits best over our cots) and a blanket that will return home each week for laundering.

INFANT AND TODDLER CARE

****Amber necklaces, "chewies", silicone necklaces, or anything else that goes around the neck are strictly prohibited unless otherwise recommended through an IEP or IFSP.****

All staff members at Teddy Bear Daycare and Preschool are highly educated and trained in CPR/First Aid for infants and adults. Required by the State of Michigan, infant/toddler staff have been trained in infant care, blood borne pathogens, correct diapering, SIDS/Shaken Baby Syndrome, among many other infant trainings that involve the care and well being of the children. Infants and toddlers will be assigned a "primary caregiver." Their primary caregiver is responsible for direct care, verbal and physical interactions, primary responses to the child's physical and emotional needs, and continued interaction with the child's parents regarding the child's experiences. This does not mean that other staff will not care for the child, but this aids in building relationships between the child and staff members.

INFANTS: A typical day in an infant classroom is very flexible. Infants are fed and sleep on demand per State of Michigan Licensing rules and regulations. Infants will be provided with individualized scheduling throughout the day based on their developmental levels and needs. These individualized times will be based on observations made by the caregivers and communication with parents/ guardians. Those who are not mobile will have "tummy time" and interact with their caregivers each day.

TODDLERS: A typical day in a toddler classroom is also very flexible. Toddlers are fed and sleep on demand just as they do in the infant program. Toddlers however will be provided with more abstract activities that foster their developmental needs, creativity, and exploratory senses. Toddlers will receive a large group daily and individualized learning interactions as they begin their early educational experiences. Our infant and toddler teachers provide a weekly lesson plan just as our preschool teachers do. We strive to provide enriching and

educational learning experiences in every moment of the day. Toddlers will not use “sippy cups”. They will be provided with small cups easily for handling. They may not walk around while eating and/or drinking.

Note: Children under the age of 2.5 years old will be considered ‘on-demand’. This age group will always be offered rest at any time of the day.

DIAPERING AND TOILET LEARNING

Diapering will occur in designated places on a diaper changing table that is non-absorbent, smooth, and easily cleanable. Staff will change diapers as they become soiled, using gloves to prevent contamination for both the staff and the children. Staff will wash both their hands as well as the child’s hands after a diaper has been changed. Parents will provide diapers and single use wipes for changes. If a parent uses cloth diapers, each cloth diaper shall be covered with an outer waterproof covering. Outer coverings shall be removed as a singular unit with wet or soiled diapers and with wet or soiled training pants, if used. No rinsing of the cloth diapers will be permitted at the center. We will send it home in a plastic bag, labeled with the child’s name each day. If the parent fails to provide a cloth diaper for the day, a disposable one may be used.

Toilet learning will happen cooperatively between parents and teachers. We believe toilet learning is more likely to be consistent and successful when coordinated between center caregivers and parents. To help children achieve bowel and bladder control, caregivers will enable children to take an active role in using the toilet when they are physically able to do so and when parents support their children’s learning to use the toilet. Caregivers will consider the preferences, customs and cultural expectations of the family. Continuity with this milestone in the child’s life is very important and we will provide a safe and comfortable atmosphere for it.

NUTRITIONAL MEAL TIMES

At Teddy Bear Daycare and Preschool, we serve a nutritional diet of many fresh fruits, vegetables and lower fat meats. The foods are low in sugar and salt while being tasty and fun to eat. We try to introduce new items to the children to broaden their taste buds. Parents and children will be provided with a menu each month that describes each component of the meal, as well as substitutions, if available. Our center will comply with most allergies and food preferences for your child. The center will try to accommodate requests made by a parent or child’s physician.

Infants and toddlers will be fed on demand. Demand feeding meets the nutritional and emotional needs of both infants and toddlers. It provides an immediate response which helps infants and toddlers develop trust and feelings of security. Upon arrival, please be sure that your child’s bottles are labeled; they must be single serve. It must have the child’s name, date, amount in the bottle, and when prepared. Bottles may NOT be heated in a microwave, rather in a bottle warmer. Once a bottle has been served, it must be used within the hour. We cannot reuse a bottle that has already been served.

Variations in readiness for solid foods are common. While the standard states that the introduction of solids should start no sooner than six months of age for most infants, caregivers will be prepared to respond to health care provider’s or parent’s recommendations for introduction of solids as early as four months for some infants. Teddy Bear will provide either Gerber pureed baby food, or menu food (as directed by parents). Teddy Bear follows the parents guide on when you wish to start solids with your infant, at what pace, time of day, amounts, and style (baby-led weaning, puree’s, etc.)

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complete of discrimination, write USDA Director of Adjudication, 1400 Independence Ave. SW, Washington D.C., 20250-9410 or call toll free (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800)877-8339; or (800)845-6136 (Spanish). USDA is an equal opportunity provider and employer.

NURSING POLICY

Mothers are welcome and encouraged to nurse their children at any time during the day. At drop off, please provide your child’s teacher with an approximate time if you hope that we base their feedings around the time you will be in for nursing. Parents are welcome to nurse in the classroom, or we can provide you with a quiet and secluded area within the school for privacy.

CELEBRATIONS AND FIELD TRIPS

At Teddy Bear, we love to celebrate our children, staff, and our school. Throughout the year we will celebrate the change of seasons, Summer Solstice, harvest, Stone Soup, Christmas, and others in between. Parents and families are encouraged to be involved during these celebrations.

Field Trips will mostly occur only within the premises of the location. If a special field trip is planned, parents will always sign a permission slip, and can opt out for their child if they wish.

Our 14th Street location's close proximity to the TART trail and Library allows for exciting excursions to take place. We will notify parents each time our children leave the premises to go on a walk, stroller, or wagon ride. If you would like your child to be exempt from these trips, please note that on the Permissions Form that is returned to us when your child is enrolled.

Birthdays are welcome to be celebrated at school! Parents are welcome to provide a birthday treat, or the children can select their choice of birthday treat to be made as a class. Parents are always welcome to attend their child's birthday celebration.

DISCIPLINE

Discipline is handled with kindness and understanding, while the best interest of your child is always kept in mind. We use positive methods of discipline which encourage self-esteem and cooperation. Teddy Bear respects the children as individuals. Children will be redirected and encouraged to express their feelings. We offer choices to ensure that children have options and feel empowered over their individualized abilities and emotions.

In the event that a verbal reminder is not effective, the child is redirected to a different part of the room for a short time to work on a different activity. Then, we will have a brief discussion about what occurred and how he/she could have changed the outcome. Our main objective is to help your child learn self-regulation while gaining empathy and working towards self-control. We try hard to not miss any "teachable moments." We follow Dr. Becky Bailey's Conscious Discipline. This is a child directed form of discipline that encourages self-control and verbal communication for a positive outcome.

WE DO

- Communicate with children on their level, using positive statements
- Talk with children in a calm quiet manner
- Explain unacceptable behavior to children
- Give attention to children for positive behavior
- Praise and encourage, reason with, and set limits
- Model appropriate behavior
- Set up the classroom environment to prevent problems
- Provide alternatives and redirect children to acceptable activity
- Give children opportunities to make choices and solve problems
- Help children talk out problems and think of solutions
- Listen to and respect the child's needs, desires and feelings
- Provide appropriate words to help solve conflicts
- Use storybooks and discussion to work through common conflicts

BEHAVIORAL PLANS & EXPULSION POLICY

We are hopeful that all discipline can be handled between the three of us (parent, child, and staff). If your child is experiencing continued behavioral issues, it may be necessary to meet and set up a plan. It is our goal to ensure that behavioral issues are handled with kindness, respect, and thorough action plans. In the event that a behavior is consistent, creating an unsafe environment for children, staff, and the school, a behavior plan will be drafted. This plan may include additional outside resources not limited to Early On, TBAISD, counseling services, etc. If Teddy Bear and its staff determine the plans are unsuccessful, we may choose to disenroll your child. At this time parents will receive resources and recommendations for further care for their child. This may or may not include a

2 week notice based on the severity of the behaviors.

DISCIPLINE STATEMENT

All of the following means of punishment shall be prohibited according to State of Michigan Child Care Center Licensing Rules and Regulations

1. Hitting, spanking, shaking, biting, pinching, or inflicting other forms of corporal punishment.
2. Restricting a child's movement by binding or tying him or her.
3. Placing any substances in a child's mouth, including but not limited to: soap, hot sauce, or vinegar.
4. Inflicting mental or emotional punishment, such as humiliating, shaming, or threatening a child.
5. Depriving a child of meals, snacks, rest or necessary toilet use.
6. Excluding a child from outdoor play or other gross motor activities.
7. Excluding a child from daily learning experiences.
8. Confining a child in an enclosed area, such as a closet, locked room, box, or similar cubicle.

All Teddy Bear Daycare and Preschool employees are mandated by the State of Michigan to report any suspected abuse and/or neglect of the children. It is not our policy to investigate the situation, or consult the parents in the instance that it is suspected. In the event that abuse or neglect is suspected the staff will contact Child Protective Services and Law Enforcement if necessary.

BITING POLICY

At Teddy Bear, we understand that biting is a part of development from our youngest classrooms through preschool when children are learning how to communicate and handle emotions. Children develop at different stages, and many times development isn't based on age; our plans and resources will be based on the individual child, taking into consideration speech/language delays, age, teething, etc. However, overall we must meet licensing guidelines for the safety and health of each child as that is our number one priority of Teddy Bear. Therefore, all biting plans will include a pick-up policy as well as a plan for revisiting care in the center, as stated below.

If biting becomes consistent, your child's teacher or Program Administrator will schedule a meeting to discuss reasons for biting, resources for parents/teachers, and a plan for continued instances.

If your child bites two times in one day, they must be picked up. They may return the next day for up to three days of continued incidents. If your child must be picked up excessively, the Program Administrator will discuss plans for continuation of care. Again, Teddy Bear understands biting is a way of communication/emotion but we must take into the consideration the safety and well-being of the other children in our care.

HEALTH & SAFETY

CLOTHING POLICY

Please dress your child for active indoor and outdoor play. Clothes should be comfortable and washable, preferably the older the better as we can tend to get messy. We play outdoors each day, so please send weather appropriate clothing. We love to play in the rain, so a raincoat and boots are necessary too. For colder months, a complete set of winter clothes with an extra pair of mittens/gloves is necessary. Please be sure you have at least two complete changes of seasonal appropriate clothes to be kept in your child's backpack. Note that this is required.

Children in diapers will need a supply kept on hand along with wipes. If you choose to use diaper powder or cream, you are required to provide that for your child. In the summer months, supply your child with sunscreen, a swimsuit, and a towel. Water shoes are great too! Note that pools are never used.

ALL CLOTHING AND CHILDREN'S BELONGINGS MUST BE LABELED

EMERGENCIES

Emergencies requiring care by a physician will be handled on an individual basis. In all cases, parents will be

notified immediately by phone. It is the parent's responsibility to be sure we have a current phone number on their child's emergency card. It is imperative that we have back up emergency contacts in case an emergency were to arise. In the event that the emergency is life threatening, 911 will be called and first aid and/or CPR will be provided by our trained staff until EMS arrives. All care givers at Teddy Bear Day Care and Preschool are trained in First Aid, Infant and Toddler CPR, and BBP.

Teddy Bear Daycare and Preschool follows rules and regulations from the State of Michigan, including regularly scheduled fire and tornado drills. The children are aware of the locations and the need for the emergency procedures.

ILLNESS POLICY

All illnesses must be reported to Teddy Bear Administration upon diagnosis as we are required to report all illnesses to the local Health Department.

All children, volunteers, and staff must follow the illness policy at Teddy Bear Daycare and Preschool. Please do not send your child the day of and 24 hours after symptoms have stopped if *he/she is experiencing* any of the following:

- 100.4* or higher temperature
- Vomiting or excessive spit-up
- 2 diarrhea incidents in one day
- Active cold signs (that affect child play; per center determination)
- Red and/or gooping eyes
- Any communicable illness (HFM mouth symptoms, pink eye, influenza, COVID, RSV, etc.)
- Doubt that your child is able to participate in daily activities.
- Symptoms of ear infection that results in the child being inconsolable.

Hand, Foot, & Mouth Policy: Teddy Bear required that the child is fever free for a minimum of 24-hours, in addition to all blisters popped, absorbed, and fully healed over. Attached is the CDC link giving helpful insight into the virus. [CDC HFM](#)

According to the American Pediatric Association, a "teething fever" will not exceed 100.4 without having additional medical ailments. Ear infections alone are not considered communicable or contagious. If you have a doctor's note that describes the fever present from the ear infection your child may return to school the following day.

If a child exhibits a rash, the site administrator will contact the parents, observe the rash, and make a determination if he/she should have a medical observation. These will all be on a case-by-case basis. You will be required to pick up your child if there is an outbreak of illnesses such as Fifth's Disease, Roseola, or HFMD.

If an antibiotic is prescribed that must be administered during the school day, State-mandated medication sheets are available for you to fill out, giving us permission to administer.

If your child becomes ill throughout the school day with any of the above symptoms, you will be notified immediately through phone contact and/or BrightWheel. It is expected that your child is picked up 30 minutes after the contact has been made. If you are unavailable, we will contact your child's emergency contact listed on their Emergency Card. Please note that if a child is sent home from school due to illness, he or she may not return the following day. For example: If your child is sent home on Monday at 10AM with a 101.2 temperature, your child may not return until Wednesday, assuming they have been fever free for a minimum of 24 hours without consumption of fever reducing medication.

NOTE: Teddy Bear staff reserves the right to determine if a child is well enough to attend school.

SIBLING ILLNESS

Please be mindful that if you have multiple children at home that illness spreads quickly. We do our best to reduce illness spread, and sometimes that does come from outside sources. If possible please keep the siblings out if the other attending sibling has a communicable illness.

COVID & INFLUENZA POLICY

The CDC now classifies COVID-19 the same way it treats flu or other common respiratory viruses. This means:

- No mandatory isolation periods for positive cases.
- Children can return once symptoms are improving and they've been **fever-free for at least 24 hours without fever-reducing medication**, similar to flu protocols.
- Masking is **optional**, but still encouraged upon return, especially in high-transmission periods or for high-risk individuals

****Should Teddy Bear experience an outbreak of a communicable illness, including but not limited to COVID, Influenza, RSV, etc., we will determine the steps on an individual outbreak basis; consulting with the local HD and LARA. ****

EXCLUSION POLICY

STAFF: Should a staff or volunteer become ill throughout the day with active symptoms, Teddy Bear administration staff will assist in finding a replacement employee/volunteer if ratio becomes a factor once the person leaves. The staff/volunteer must follow the policy that is similar to illness policies for all children, not returning until they have been symptom free for 24 hours without medication. Should an antibiotic be prescribed, they must be on the medication for a full 24 hours before returning to work.

CHILD: Should a child become ill throughout the day, a staff member will remove the child from the classroom and stay with them in the office or ask for assistance to maintain the ratio, until parents have been notified AND child has been picked up. They must follow the illness policy and not return until they have been symptom free for 24 hours without medication. Should an antibiotic be prescribed, they must be on the medication for a full 24 hours before returning to school. Should a doctor's note be required by Teddy Bear Administration, the note must include a header and signature.

MEDICATION

- ALL Medication, prescription or nonprescription, must be given to a child by a childcare staff member only while in care.
- A childcare staff member shall give or apply medication, prescription or nonprescription, only with prior written permission from a parent and a recent doctor's note from a Health Care Physician. In addition, you MAY NOT keep medication in the child's diaper bag or backpack throughout the day. This includes EPI-Pens. Please give it to your child's teacher or administration immediately upon arrival if it travels with your child.
- All medication must be in its original container, stored according to instructions, and clearly labeled for a named child, including all non-prescription topical medications.
- Prescription medication must have the pharmacy label indicating the physician's name, child's first and last name, instructions, name and strength of the medication, and must be given according to those instructions.
- A childcare staff member shall keep all medication out of the reach of children and shall return it to the child's parent or destroy it when the parent determines it is no longer needed or it has expired.
- A childcare staff member shall give or apply any prescription or nonprescription medication according to the directions on the original container, unless otherwise authorized by a written order of the child's physician.
- Example: If the medication instructions state benadryl is instructed for children under the age of 6, we must have a doctor's note stating the correct dosage and approval for your child.
- A childcare staff member shall not add medication to a child's bottle, beverage, or food unless indicated on the prescription label

ORAL CARE

At Teddy Bear Daycare and Preschool, we offer children to brush their teeth daily after lunch is complete. Infants are offered gum wipes with assistance from teachers. Toddler and preschool aged children will each have their own toothbrush that is kept in a place that does not touch other children's toothbrushes, and is overall a sanitary environment. The toothpaste is provided by Teddy Bear, but if you prefer for your child to have their own toothpaste or gum wipe you may provide those. If you wish your child to opt out of oral care please let Administration know.

PARENT REUNIFICATION

In the event of an accident, illness, incident, and any other situation that involves parent contact, teachers/staff will use their Emergency Cards to obtain a connection if possible. If the parent is unable to be reached, the teacher or staff member will contact the approved emergency contacts. Children will only be released to those on their emergency card regardless of the severity of the emergency. Please refer to the following incidences for specific locations.

FIRE: We will exit the building through the proper EXIT doors that they can safely use and meet at the front side of the property line. The Program Administrator will have a backpack with all emergency cards, pertinent information, and First Aid for each classroom. The first staff member at the exit door will lead children to the designated safe space. If phone lines are down, teachers will have cell phones that they will call parents if need be. Parents will be able to locate their child at the designated safe place.

WEATHER/FLOOD: We will be located in our designated safe space indoors. Until the weather is safe, the children will remain in this location. If phone lines are down, teachers and staff will use personal phones if available, to make contact with parents and call proper authority if needed.

POWER OUTAGE/WATER DISRUPTION: In the event of a power outage or water disruption that affects the center, Teddy Bear will contact the parent(s) and/or guardian(s) immediately and children must be picked up immediately. If the parent fails to respond within an appropriate timeframe, Teddy Bear will contact the Emergency Contact on the Child's Information Record. State of Michigan LARA requires children to be picked up in the event that either disruption were to happen.

ILLNESS AND INJURY: In the event that a serious illness or injury occurs, the children not involved will be completely removed from the situation with teachers, maintaining appropriate ratios. If indoors the children will be moved into an adjacent classroom, whichever the incident is free from. If outdoors, the children not involved will be taken indoors for free choice until the all clear has been given. The Program Administrator or Licensee Designee will stay with the child that is involved until medical attention or parents have arrived. If 911 is needed, a staff member will make contact and remain on the line until they arrive. If a parent is not reachable, the Program Administrator will go with the child to the hospital.

INCIDENT: In the event of a serious incident including but not limited to, a child left unsupervised, an incident involving an allegation of inappropriate contact, the death of a child in care, a fire on the premises of the center that requires the use of fire suppression equipment or results in loss of life or property, and/or the center is evacuated for any reason, parents will be notified through direct communication. Staff must report to licensing within 24 hours of the incident.

CHEMICAL SPILL: Children will be evacuated immediately just as with the fire escape procedure. Proper authorities will be notified as well as parents. The Program Administrator will monitor the situation while the teachers and assisting staff are with the children within ratio requirements. When the all clear is given students and staff will go back to their daily routine.

INTRUDER: Teddy Bear Daycare and Preschool has plans in place in the event there is a threat inside or outside of our building. These plans are not to be shared with anyone other than staff and children in our building to protect the safety of persons within the center.

INCLEMENT WEATHER

To avoid confusion during inclement weather, Teddy Bear has collaborated with local childcare centers, public schools, and the road commission to create a clear closure plan.

- **Delayed Openings:** If TCAPS closes for the day, all three Teddy Bear locations will open on a 3-hour delay (10:00 a.m.). No children may enter the building before 10:00 a.m., as we are required to meet staffing ratios at the time of opening.
- **Early Closures:** Teddy Bear may close the center(s) early in the event of an approaching storm or ongoing inclement weather that could impact the safety of students and staff during transportation.
- **Notifications:** Delays and closures will be announced on 9&10 News, 7&4 News, their websites, and local radio stations, along with Brightwheel notifications.
- **Full-Day Closures:** If weather conditions are extreme, Administration will make a decision by 8:00 a.m. regarding a full-day closure.
- **Tuition:** Payment is still expected for all weather-related closures or delays.

BUSINESS INTERRUPTION PROVISIONS

In the event of a weather disaster such as flood or storm damage, non-expected school closure due to illness, facility malfunction, or declaration of State of Emergency by government officials, Teddy Bear reserves the right to close for the duration of the interruption. If the emergency prompts a significant closure the first five business days (per incident) will be 100% paid tuition to ensure staff retention, and overhead costs. If the Emergency goes beyond the allotted 5 days, per Teddy Bear agreement, families will be charged 25% for the duration of the closure. This fee simply ensures very minimal overhead costs are satisfied for reopening of the center.

CONFIDENTIALITY

Per State of Michigan Licensing rules, all children's information including phone numbers, address of the child, and family will not be released to anyone that doesn't have immediate contact with the parent, unless requested by law enforcement, Child Care Licensing, or Child Protective Service for investigative purposes. All records must be kept on file for 2 years after the child is no longer enrolled.

Conversations with staff involving the child and the family will NOT be discussed with other staff members other than the Program Administrator, Site Coordinator, and Owner, unless prior authorization from the family has been granted OR it interferes with scheduling situations.

AVAILABILITY OF LICENSING INFORMATION

Teddy Bear's licensing visits, and pertinent information regarding licensing rules and regulations is available electronically on the LARA website. www.michigan.gov/michildcare

Teddy Bear reserves the right to change the Parent Handbook and any policies within it, without notice. The most up-to-date handbook will remain on our website, teddybearnatureschools.com.