



West Shore Lutheran Child Care Handbook

THIS LITTLE
LIGHT
of mine

I'm gonna let it

shine

Welcome

Welcome to West Shore Lutheran Early Childhood Program. We hope this handbook will give you insight into our goals and procedures. We are looking forward to providing a positive and nurturing experience for you and your child. If you have any further questions or concerns, please call us anytime.

Principal, Brad Feenstra	(231) 755-1048 ext. 105
Office Administrator, Tammy Ewalt	(231) 755-1048 ext. 100 Westshorelutheran@Gmail.com
Child Care Director, Anna Curtis	(231) 755-1048 ext. 101 Annacurtiswsls@gmail.com

About Us

Philosophy

West Shore Lutheran Early Childhood program will provide a Christian environment and program to meet the changing needs of the growing and developing child. This will be accomplished by utilizing developmentally appropriate activities for all children. This includes the child's physical, social, emotional, and intellectual development and helps them to achieve his or her fullest potential.

Goals

Our goal is to enable children to grow spiritually, academically, socially, and physically. We will help the children realize that all of us are children of God. Parents, teachers, and children will interact in an environment of mutual respect, cooperation, responsibility, and openness toward learning and growing together. Children are encouraged to become independent learners. Self-sufficiency is especially important toward the emotional wellbeing and self-esteem of the child and will be stressed in this program.

Parents, teachers, and children will interact in an environment of mutual respect, trust, cooperation, responsibility, and openness toward learning and growing together.

Hours of Operation

Child care hours are from 7:00 a.m. to 5:30 p.m. Monday through Friday. If a child is not picked up by 5:30 p.m. from child care, a charge of \$1 for each minute will be charged to your account. This charge will not be assessed if prior arrangements were made and approved by the child care director or principal. If late pick up continually occurs the child care director will require a meeting.

We are open on all holidays excluding: New Year's Day, Good Friday, Memorial Day, Independence Day, the Friday prior to Labor Day, Labor Day, Thanksgiving Day, the Friday after Thanksgiving, Christmas Eve, Christmas Day, and New Year's Eve. We may also be closed on additional days around the Independence, Christmas, and New Year holidays. This is decided by the WSLs board on a yearly basis.

Anti-discrimination Statement

West Shore Lutheran School admits students of any race, color, nationality, or ethnic origin. All students are entitled to the rights, privileges, programs, and activities made available to the students at the school. It does not discriminate on the basis of race, color, nationality, or ethnic origin in the administration of its policies, admission policies, scholarship programs, athletics, and other school administered programs.

Cultural Awareness

At West Shore Lutheran School, we take great pride in celebrating diversity and fostering cultural competence within our preschool and child care programs. Our commitment to these values is reflected in the very heart of our classrooms. We believe in providing a rich and inclusive learning environment for our children. To that end, you will find a diverse array of toys, books, and posters that represent a wide spectrum of cultural backgrounds and traditions. These materials are carefully selected to promote an appreciation for the world's various cultures and to encourage curiosity and understanding. Our approach is rooted in Christian values, which guide us in upholding kindness, respect, and inclusivity towards all. We are dedicated to nurturing young minds in a harmonious setting where they can learn, grow, and thrive while embracing the multicultural tapestry that surrounds us.

Certification

West Shore Lutheran Early Childhood Center is fully licensed by the State of Michigan. It is staffed by teachers specializing in Early Childhood Development and qualified teacher's assistants. All teachers are fingerprinted through the state of Michigan.

Admission

Children must be 6 weeks old for admission. If your child has an older sibling over the age of 2 ½ years old, please see the child care director for information about the preschool and child care room. Your oldest child will receive a discounted rate in child care services.

Acceptance for the infant and toddler child care room will be dependent upon receipt of a completed registration form and a non-refundable \$50 registration fee. This registration fee covers the period from September to May. There is a separate \$50 registration fee that applies for the summer months (June-August).

The hours request form, health appraisal including an official immunization record, the emergency information card, and the handbook signature page must be in our files on the first day of child care. If the health appraisal form is not in our files your child will not be able to attend child care until a doctor completes the form. If you are not able to get your child a doctor appointment, we must have a note from your doctor's office stating the date and time of your child's appointment. Please make sure your doctor has signed the health appraisal form after filling it out.

West Shore Lutheran Child Care Rates 6 Weeks - 2.5 Years Old

Infants and toddlers are charged at a daily rate. You will receive an hour/daily request form upon enrollment. Following are the current rates. These rates are subject to change.

- 5 days = \$235 per week
- 4 days = \$220 per week
- 3 days = \$195 per week
- 2 days = \$145 per week
- 1 day = \$105 per week

Child care is a prepaid program. Payment will be made a minimum of one week in advance, with a one week grace period. Services may stop when the balance is at zero. Prepayment is expected by the Friday of the previous week. Any unpaid balances on the account after the 15th of each month are subject to a \$50 late fee. Auto payments are an available payment option. If for any reason your auto payment fails there will be a \$50 failed transaction fee assessed to the account.

2.5 - 12 Years Old

Currently Child Care rates are \$5.95 per hour for the youngest child and \$4.95 per hour for the oldest child/children for the current school year. Rates are subject to change. Different rates apply for the infant and toddler rooms. If child/children is/are enrolled in preschool you are only charged for time the child/children is/are in the child care classroom. You have the flexibility of choosing your weekly hours, however, without communication your minimum payment will be for the hours you have indicated on your hours request form. If your child/children will not be in child care please email the child care director at annacurtiswsls@gmail.com, call the school office (231-755-1048), or communicate using the brightwheel app.

All schedule changes need to be communicated to the child care director prior to the time indicated on the hours request form. If a change is not communicated your billing will start at the time indicated on the hours request form, at the regular hourly rate, even if your child is dropped off to child care later than your indicated scheduled time. If you know that your child will not be attending child care on a day specified call 231-755-1048 ext. 101, email annacurtiswsls@gmail.com or use the brightwheel app to cancel by 8 a.m. to avoid being charged for the time indicated on the hours request form. Do not communicate a cancellation to the classroom staff.

Child Care is a prepaid program. Payment will be made a minimum of one week in advance with a one week grace period. Services may stop when the balance is at zero. Prepayment is expected by the Friday of the previous week.

As with our preschool payment policy, any unpaid balances on the account after the 15th of each month are subject to a \$50 late fee. Auto payments are an available payment option. If for any reason your auto payment fails there will be a \$50 failed transaction fee assessed to the account.

Vacation/Sick Days

Your account will not be charged for vacation/sick days provided notice is given by 8:00 a.m. If a phone call, Brightwheel, or some other means of communication is not received by 8:00 a.m. your child will be charged for that day.

Withdrawal Policy

If a move deems it necessary to withdraw, we request that you notify the teacher two weeks in advance. Parents will be charged for this period.

West Shore Lutheran School reserves the right to dismiss a child at any time from our programs.

Drop Off and Pick Up

No child will be released to a person not authorized by the parent to pick the child up. We must have written or verbal authorization for changes in this matter. A photo ID will be required to pick up a child if the person is not known to staff. Custodial parent is responsible for providing the center with a copy of any court order prohibiting contact with non-custodial parents in order for the center to withhold a child from a parent.

Written Daily Record

Parents will receive an electronic daily record that includes:

- (a) Food intake, time, type of food and amount eaten
- (b) Sleeping patterns, when and how long child slept
- (c) Elimination patterns including bowel movements, consistency, and frequency
- (d) Developmental milestones
- (e) Changes in the child's usual behavior

The daily written record will be provided until your child is 2 years 6 months old.

Brightwheel App

After enrolling your child, the childcare director will invite you to sign up for the brightwheel app. Brightwheel is a communication app that enables you to view a report of your child's activities throughout their day. You are also able to message your child's teachers.

Holding Fee for Future Care

To hold a position at the center and guarantee a future spot there will be a non-refundable 2 week tuition. This will be credited towards your first 2 weeks of care. If you do pull out of care at any time prior to starting care, it will not be refunded. When signing the contract for the holding fee it will be required to set a starting date. If you change the start date to a later date, you will start paying tuition on the date that you are scheduled to start. If the date becomes earlier, the director will see if there is availability on the schedule for your child to start prior to their start date. Expectant mothers are required to update the director on a change of a due date or if the baby has arrived earlier or later than expected 10 days after babies' birthday to set in stone care start date. This is to guarantee a position at the center; it is not required. Appeals can be made directly to the school board.

Closings

In the event of closing due to inclement weather, please stay tuned to our West Shore Facebook page, WZZM, & Brightwheel. If at any time, the school is closed, child care will be open for children regularly scheduled for that day unless conditions are extremely severe and pose a hazard to our staff and families to travel. These closings will also be announced as specified above. Please call if you are unable to come in due to inclement weather so staff adjustments can be made. The family will not be billed for any days that the child care is not open for business.

Family Involvement

Parents are welcome to visit our classrooms during regular sessions, and we kindly request that they schedule these visits with the child care director or preschool director in advance. To ensure an optimal learning environment for our students, we ask that parents refrain from bringing siblings or additional children when observing the classroom. Additionally, we have a standard requirement for parents to complete a background screening before their visit.

We encourage parents to actively participate in the special events organized by the school throughout the year, with the specific nature of these events varying from one year to another. The child care director will communicate advance notice regarding scheduled special events.

Parent Permission for Photo Usage

Pictures may be used on school bulletin boards, in the school newsletter, school brochures, PowerPoint presentations, on the school's website and on the school's Facebook page. When pictures of the students are placed on the website or Facebook page, there will be no personal identification of any student by name. Please notify West Shore Lutheran School in writing if you do not want your child's pictures posted.

Discipline

In the event of inappropriate behavior, the child is redirected to make a better decision on their own. We emphasize self-control, self-direction, self-esteem and cooperation with other children and staff. If the behavior continues, the child will be redirected to an alternative activity. For children aged 3 and higher, continuous inappropriate behavior will result in a "time out" in a designated area of the room, (1 minute per year of age). More positive solutions will be discussed, and the child will return to the group. Inappropriate behavior that becomes a problem will result in a meeting with parents, and a behavior strategy will be determined. If safety becomes a concern for the child, the child may be removed from the center. Appropriate behavior is always praised, acknowledged and appreciated.

Cuddly Koalas Daily Schedule

Meals

Breakfast is normally given upon arrival between 7:00 a.m. - 7:30 a.m.

Lunch is served around 11:00 a.m.

Afternoon snack is served around 2:30 p.m.

Diapering

Diapers are checked at least every two hours throughout the day while the infant is awake.

Bottles

Bottle feeding is on demand.

Extra fun activities when the infant is alert and happy include:

Floor time	Games	Books
Music	Art	Stroller Rides

*Please note that the above schedule is flexible due to the needs of the infant on a day to day basis.

Waddling Ducks Daily Schedule

Arrival-8:55	Children arrive, free play, breakfast as needed
8:55-9:30	Learning Centers
9:30-10:00	Prayer/AM snack/clean up
10:00-10:45	Gross Motor/Outside Play
10:45-11:25	Free Play
11:25-11:30	Wash hands/Prayer
11:00-11:30	Lunch
11:30-11:45	Clean up
11:45-2:00	Rest/nap
2:00-2:30	Books/free play
2:30-3:00	Cleanup/Prayer/wash hands/PM snack
3:00-3:15	Circle time

Playful Pandas & Curious Owls Daily Schedule

Arrival-8:55	Children arrive, free play, breakfast as needed
8:55-9:30	Learning Centers
9:30-10:00	Prayer/AM snack
10:00-10:45	Gross Motor/Outside Play
10:45-11:25	Free Play
11:25-11:30	Wash hands/Prayer
11:00-11:30	Lunch
11:30-11:45	Clean up
11:45-2:00	Rest/nap
2:00-2:30	Books/free play
2:30-3:00	Cleanup/prayer/wash hands/PM snack
3:00-3:15	Circle time

Rest Time

Infants will rest as needed. WSLS will provide fitted crib sheets which meet state guidelines. We are unable to place a blanket or stuffed animal in a crib with a sleeping infant. We are also required to place the infant on his or her back to sleep. Infants are not allowed to sleep in swings, car seats, bouncy seats etc.

Toddlers will have a scheduled daily rest period after lunch each day. Your child will be able to rest on demand as well if needed. Your child will need to bring a pillow and blanket to keep here. **Please bring home all bedding weekly for washing.**

Meals, Snacks, & Milk Agreement - 6 Weeks - 1 Year

For the infant program, all meals and snacks are provided by the parents. If your child has allergies, please notify West Shore Lutheran School in writing of any dietary restrictions. It is OK for peanut butter products to be brought to the program as long as no child enrolled is found to be allergic. We will notify the parents if this is the case.

The family understands that the family is responsible for providing adequate formula, milk, and food while my child is enrolled in the infant room.

The family understands that formula or milk shall be furnished daily to the center in clean, sanitary, ready-to-feed bottles. Providers cannot mix formula. Please supply enough bottles for the baby to make it through the day plus one extra. Please label all bottles with your baby's name and the date. Please be aware that we are not allowed to put any unfinished bottles or sippy cups back into the refrigerator. All unused portions of a bottle or sippy cup will be discarded within an hour.

Meals, Snacks & Milk Agreement - 1 Year - 12 Years

The family understands that the family is responsible for providing lunch with a beverage for their child daily.

The family understands that the family is responsible for ensuring that a cold lunch brought from home is adequately cooled using an insulated lunch box and ice pack.

The family understands that if the family desires milk for their child then the family is responsible for providing the milk.



The family understands that an a.m. snack will be served at 8:30 a.m. or 9:00 a.m. The a.m. snack will contain at least two different food groups and will be served with a beverage. The a.m. snack is provided by West Shore Lutheran School and is also supplemented by parent's snack donations.

The family understands that a p.m. snack will be served at 2:30 p.m. or 3:00 p.m. The p.m. snack will contain at least two different food groups and will be served with a beverage. The p.m. snack is provided by West Shore Lutheran School and is also supplemented by parent's snack donations. The a.m. and p.m. snack menu is placed outside of the classroom door.

The family understands that the family will be asked to contribute to the classroom's snack pantry once every 8-12 weeks. A list of snack helpers will be issued. Please contact the director if you are not interested in donating.

Please notify West Shore Lutheran School in writing of any dietary restrictions. If your child has allergies, please notify West Shore Lutheran School in writing of any dietary restrictions. It is OK for peanut butter products to be brought to the program as long as no child enrolled is found to be allergic. We will notify the parents if this is the case.

Toddler Room Toilet Training Policy

Children cannot wear underwear at child care until they have been COMPLETELY accident free at home and at child care for two full weeks. This is an absolute non-negotiable policy and is considered sound day care practice throughout the industry. Accidents are rare after the child has been accident free for two full weeks at home and child care. This policy must be strictly enforced to maintain the health of all using the facility. We must practice infection control standards that maintain the cleanliness of the floors, furniture, and inventory of the child care.

An accident discovered immediately means a child most likely soaked their shoes, socks, and pants. When there is a puddle of urine or feces on the floor, urine soaked footsteps in the room, or a soaked spot from the child sitting the accident causes the child care room teachers to immediately clean up the area which takes them away from the overall interaction with the children in their care.

Nap Time Training:

We require nap diapers or pull ups until the child has slept through a nap for one full month without an accident. Sometimes kids nap train right away when they are awake. Most children are not able to do this and may take many months and sometimes years before they are nap trained.

What to wear during training:

Children should wear easy on and off pants during training. Soft, elastic waist bottoms are best. Please do not dress your training child in overalls. Diapers are best for beginners; pull ups work for children at the one week mark without accidents. We can do the training with the underwear over the pull up during the training if that is working for you. **If the child has regular accidents in underwear, we MUST switch them back to diapers or pull ups and try again when they have been accident free at home and at child care for two full weeks.**

Some kids are easily potty trained during long vacations and holiday breaks. Parents have the time to do the intense work and supervision. Parents can allow the child to be in underwear for many consecutive days. **If successful at home, they still must remain in diapers and be accident free for two weeks in child care.** They can come in pull ups with underwear when they return from the long break. That way, they will have a protective layer under the underwear to protect the room should they revert back to accidents. We will let you know how they are doing every day.

Frequency of Bathroom Visits

We will take your child to the bathroom in the Playful Pandas Classroom when:

1. Anytime the child verbally tells us they have to use the bathroom
2. Shortly after arrival to the center
3. After morning snack
4. Before playing outside (AM recess)
5. After Lunch
6. After Nap
7. After PM snack
8. Before playing outside (PM recess)

If your child cries or strongly opposes using the bathroom at one of these times, we will not force the child to use the toilet.

We do not put the child on a schedule where the teachers are required to take them to the restroom every 30 or 60 minutes. It is very time consuming with little to no benefit. It is also not very fun for the child to have to spend most of their day using the bathroom.

Your child is ready to learn to use the toilet when they:

- Stay dry for at least 2 hours at a time, or through naps
- Recognizes that they are urinating or having a bowel movement. For example, at home your child might go into another room or under the table when they are having a bowel movement. This is important—if your child does not realize they are having a bowel movement, they will not be successful at potty training.
- Is developing physical skills that are critical to potty training—the ability to walk, to pull pants up and down, and to get onto/off the potty (with some help).
- Copies a parent’s toileting behavior.
- Can follow simple instructions.
- Most importantly, your child wants to use the potty. He may tell you that he wants to wear “big boy” underpants or learn to go potty “like Daddy does.” He may feel uncomfortable in a soiled diaper and ask to be changed or ask to use the toilet himself.

For more information about potty training please visit this website:

<https://www.zerotothree.org/resources/266-potty-training-learning-to-the-use-the-toilet>

Classroom Transitions

Transitions will occur at Director’s discretion. Transitions are based on the child's age and personal needs.

Health Procedures

Keep your child home:

- If he/she has a fever of 100 degrees or higher or has had one during the previous 24-hour period.
- If he/she has diarrhea during the previous 24 hour period.
- If he/she is vomiting during the previous 24 hour period.
- If he/she has an undiagnosed/unrecognizable rash.
- If he/she has symptoms of possible communicable disease, (these are vomiting/diarrhea, pink eye, strep throat, head lice, hand, foot & mouth disease, and flu-like illness including fever). Please notify the school if your child/children does/do have a communicable disease.
- If he/she has started an antibiotic medication, the child must stay home for the first 24 hours while on the medication.

If a child becomes ill at school, the child will be kept separate from other children. Parents will be contacted by Brightwheel and/or phone to pick up their child. All items used by an ill child will be washed, rinsed, and sanitized before being offered to the other children. If a staff member becomes ill, they will be sent home and a substitute teacher will be called. Items used by the ill staff member will be washed, rinsed and sanitized.

If a child, staff, or volunteer has been diagnosed with a communicable disease the center will notify parents of the name and symptoms of the communicable disease.

Health Procedures - Continued

In the occurrence of injury or illness parents will be notified via brightwheel or phone.

Examples are;

- skinned knees or other minor injuries
- a head injury
- fever, diarrhea, vomiting, or an unrecognizable rash
- if the child is not him/herself and is complaining about discomfort or is just cranky and crying more than usual for that child

Medication

All medication shall be in the original container, stored according to instructions, and clearly labeled for a named child, including all non prescription topical medications. With a completed and signed medication form West Shore Lutheran will administer prescription and over the counter medications to your child as needed. Parents or guardians must complete and sign a medication slip (available in your child's classroom), for each medication to be administered. All medication must be dated and labeled with your child's first and last name. Proper training will be arranged for staff administering medications. Staff must log the time they gave the medication, the dose given, and sign that they gave it. **If your child does not have the correct dosage on the medication label, the doctor must have a written slip with the dosage.**

Topical nonprescription medications, including, but not limited to diapering cream, triple antibiotic, sunscreen, and insect repellent, require written parent authorization annually.

All medications require written permission from the parent before West Shore Lutheran can administer the medication. One form per medication is required. The appropriate permission form can be found at this link: https://www.michigan.gov/documents/lara/BCAL-1243_8_15_fillable_2_498629_7.pdf.

If a nonprescription medication indicates that a physician should be consulted for the dosage, written instructions must be obtained from the physician before administering the medication. Medication cannot be mixed in with your child's bottle or cup unless indicated on the original medication container or prescription label.

Health Care Plan

All staff and children must participate in hand washing and sanitation procedures to ensure a healthy environment for the children.

- **Hand Washing Procedure**

- Have a clean paper towel available
- Turn on water to a comfortable temperature between 60 F to 120 F
- Moisten hands with water and apply one squirt of soap
- Rub hands together to lather soap for at least 60 seconds
- Rub areas between fingers, around nail beds, under fingernails, & jewelry
- Rinse hands under water until soap and dirt are removed
- Dry hands with a clean dry disposable towel
- Turn off water with a paper towel
- Dispose of towel in waste basket

- **Handling children's bodily fluids**

- We use precautions when handling potential exposure to blood, including blood containing bodily fluids and tissue discharges, and when handling other potentially infectious fluids. Latex gloves are available and cleaning/sanitizing will be done. Soiled clothing and/or personal belongings will be placed in a plastic bag and returned to parents.

- **Cleaning and sanitizing of all equipment, toys, and other surfaces**

- The following steps are to be followed when cleaning and sanitizing
- Wash the surface of the article with warm water and detergent
- Rinse the surface with clean water
- Submerge, wipe, or spray the surface or the article with a sanitizing solution
- Let the article or surface air dry

Child Abuse and Neglect Policy

All employees of any childcare center are mandated reporters of child abuse and neglect. All of our staff has completed a child abuse clearance form through Muskegon County prior to their employment. If we believe that a child is being abused or neglected we will file a report with Child Protective Services of Muskegon County. A case worker may be assigned to speak with staff, the child, and parents to investigate the incident. If you suspect abuse or neglect, call 855-444-3911 any time day or night. This toll-free phone number allows you to report abuse or neglect of any child or adult. The website https://www.michigan.gov/mdhhs/0,5885,7-339-73971_7119---,00.html

Medical Emergency

Our program strives to provide all children a safe learning environment, and all of our staff members are First-Aid and CPR certified. In the event of a medical emergency the staff will assess the situation and create a safe area for all the children so that they can attend to the injured child. If your child needs to seek emergency medical attention, staff will notify the child's parent or guardian immediately.

Emergency Procedures

In the event of an emergency, our center has procedures to follow that are reviewed every 3-6 months with our staff and practiced on a scheduled basis.

- Fire- We perform at least one fire drill every three months by pulling our fire alarm system and having staff follow their trained evacuation by meeting in the designated outdoor areas. Staff then takes attendance to ensure that all children have evacuated. We log these drills and time them to be sure of adequate evacuation time.
- Tornado- We perform at least two tornado drills during the months of April to October. The staff bring all the children to the inside square in the hallway and cover their heads. They then check attendance sign-in sheets to make sure that all the children are present. We log these drills and time them.
- Serious Accident, Illness, or injury- In the event of any of the previously mentioned events all of our staff is CPR and First Aid certified to ensure a safe response. Parents will be contacted immediately after the first care is performed to ensure that the child is stable enough for us to call.
- Crisis Management (intruder & bomb threats)- In the event that we are faced with a crisis our staff has reviewed our procedures that explain how to handle these situations. We have our procedures posted by every phone to ensure that they are followed.

What to Bring

0-12 Months Old

- Formula/breast milk prepared in bottles that are covered and labeled with your infant's name, the date and time prepared
- Infant cereal & baby food
- Sleep Sacks with zippers are permitted only. Must fit child and not be too small or big
- 3 Changes of clothes
- Diapers
- Wipes
- Socks/slippers
- Appropriate outdoor clothing
- Sunscreen
- Diaper Cream

1-3 Year Olds

- Blanket & pillow
- 3 Changes of Clothes
- Diapers/pull-ups
- Wipes
- Inside Shoes
- Appropriate outdoor clothing
- Sunscreen
- Diaper Cream
- Summer: Swimsuit & Towel

3-6 Year Olds

- Blanket & pillow
- 3 Changes of clothes
- Diapers/Pull Ups is necessary
- Wipes
- Inside Shoes
- Appropriate outdoor clothing
- Toothbrush, toothbrush holder & tooth paste
- Sunscreen
- Summer: Swimsuit & Towel

\$10 monthly curriculum fee is due on the 1st of every month via cash or check made payable to WSL. Please make sure to put in the memo line that is it for the curriculum fee. This will go directly to the childcare fund to support your child's classroom needs.

PARENT NOTIFICATION OF THE LICENSING NOTEBOOK
Child Care Organizations Act, 1973 Public Act 116
Michigan Department of Human Services

All child care centers must maintain a licensing notebook which includes all licensing inspection reports, special investigation reports and all related corrective action plans (CAP). The notebook must include all reports issued and CAPs developed for the last five years until the license is closed.

- This center maintains a licensing notebook of all licensing inspection reports, special investigation reports and all related corrective action plans.
- The notebook will be available to parents for review during regular business hours.
- Licensing inspection and special investigation reports from at least the past two years are available on the Bureau of Children and Adult Licensing website at www.michigan.gov/michildcare.

Children, Families, and Staff with Disabilities

West Shore Lutheran can make reasonable accommodations for children, staff, and families with disabilities to provide services. If parents have concerns about a child's development, West Shore Lutheran can make a referral to local services such as Early On, Health West, and your local school district. Furthermore, if the teachers at West Shore Lutheran have developmental concerns, a meeting will be scheduled with the child's parents to discuss the concerns and offer guidance.

Muskegon County Services Directory

Parents can view a list of services available in Muskegon County on the Parent Information Board located on the parent bulletin board in the child care hallway. It includes Family Support; Child & Family Health; Parenting Support and Social-Emotional Support. If you need a printed copy you can ask the office or find it here: <https://www.muskegonisd.org/earlychildhood/parentville/>

Annual West Shore Lutheran Infant & Toddler Handbook

Our Infant & Toddler handbook can be found at www.westshorelutheran.com under the tab labeled “Registration Forms”. Please read the handbook and sign the statement below. If you would prefer a paper copy, please contact the school office.

A written information packet has been provided at the time of enrollment. The online handbook includes all of the following information:

- Criteria for admission and withdrawal.
- Schedule of operation, denoting hours, days, and holidays during which the center is open, and services are provided.
- Fee policy.
- Discipline policy.
- Medication policy.
- Food service program.
- Program philosophy.
- Typical daily routine.
- Photo consent
- Parent notification plan for accidents, injuries, incidents, illnesses.
- Exclusion policy for child illnesses.
 - Notice of the availability of the center's licensing notebook.
 - The licensing notebook contains all the licensing inspection and special investigation reports and related corrective action plans for the last five years.
 - The licensing notebook is available to parents during regular business hours.
 - Licensing inspection and special investigation reports from at least the past two years are available on the child care licensing website at www.michigan.gov/michildcare.

Parent Name _____

Parent Signature _____ Date _____

Child/Children's Names _____
