

3800 E. 11 Mile Rd. Warren, Michigan 48091 586 850-3729

Dear Parents,

Thank you for your interest in the *Giving Tree Preschool and Day Care*. It is our intention to provide the love and care for your child when you cannot be with them. We know how important it is to be able to trust the people who are caring for your child so that you can have peace of mind to concentrate on the challenges of your day. We will do everything possible to make you and your child comfortable. It is our goal to provide parents of children birth through age 6 an affordable, dependable, safe, quality day care experience while partnering with parents in the care and development of their child.

Our preschool program uses The Creative Curriculum® for Preschool which consists of small and large group activities as well as, teacher and child directed activities. The goal of the Creative Curriculum is to help children become independent, self-confident, inquisitive and enthusiastic learners by actively exploring their environment. The curriculum identifies goals in all areas of development: Social/Emotional, Cognitive, Physical and Language. Our program is designed to prepare your child for kindergarten and beyond.

Our infant and toddler program uses The Creative Curriculum® for Infants, Toddlers & Twos. It supports the development of the whole child with meaningful experiences in math, language, literacy, cognitive, physical development, and social-emotional learning through play.

The Giving Tree Preschool and Day Care is licensed through the State of Michigan and adheres to all rules and regulations. We are rated as a four-start Great Start to Quality center. The staff has been trained in first aid, CPR, blood borne pathogens, diversity, safe sleep and shaken baby syndrome. Each staff member has undergone a State of Michigan fingerprinting criminal background check. We continue our professional development with 24 hours of yearly of continuing educational trainings in various aspects of child development, child care, and child related topics. All staff members and volunteers are mandated reporters and must report any child neglect of abuse.

Enclosed is an outline of our policies and procedures as well as all the information needed from you to properly care for your child. If you have any questions, please don't hesitate to call. We hope to have a long positive relationship with you and your child.

Sincerely,

Joy Smick
Director



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Contact Information

If you need to contact us at any time, you may do so by using the following:

The Giving Tree Preschool and Day Care
3800 E. 11 Mile Rd
Warren, MI 48091
586 850-3729

You may also contact us through the church:

The Liberty Foursquare Church
586 754-2400

Mission Statement

The Giving Tree Preschool and Day Care's mission is to provide a safe, developmentally appropriate preschool and child care for children from birth through age 6. Through inclusive practice, we aim to reflect our wider community and promote positive attitudes to both similarities and differences in each other. Our goal is to provide a stimulating educational experience which promotes each child's culture, language, social, emotional, physical, and cognitive development while enhancing his/her desire to learn in a caring, nurturing environment.

Philosophy

It is the philosophy of The Giving Tree that children thrive when given a caring, safe, secure environment. Here at The Giving Tree Preschool and Child Care, we believe children are born ready to learn. "The early childhood years lay the foundation and create trajectories for all later learning and development "(naeyc.org). From early infancy children are hardwired to seek human interaction. They construct knowledge through their interactions with people and their environment. Research indicates that children's brain develops through experiences and the child's family and caregivers are their first teachers.

We believe that positive emotions and a sense of security promote memory and learning. Relationship based care with continuity of care and primary caregivers is important for all ages. Children rely on these caregivers to provide a secure attachment in a safe environment that provides a variety of experiences based on their developmental needs. (raisingchildren.net). Development and learning are dynamic processes that reflect the complex interplay between a child's biological characteristics and the environment, each shaping the other. Early childhood educators are responsible for partnering with families to ensure consistent relationships between school and home.

High quality early childhood programs teach children to think creatively in order to succeed in the world. Teaching practices, curricula and learning environments are meaningful and engaging for every child and lead to challenging and achievable goals.

The Giving Tree is a play based program. A play based program believes that children learn best through meaningful play. Meaningful play encourages curiosity, discovery, making choices and problems solving. Play is the central teaching practice that facilitates young children's development and learning. Play develops a child's symbolic and imaginative thinking. Play helps children develop large and fine motor skills, allows children to explore and make sense of their world, develop peer relationships, express and control their emotions, promotes self-regulation, and increases language skills**.** When play is supported and made intentional, children develop effective strategies for long term success.

The Giving Tree uses The Creative Curriculum. The focus of the Creative Curriculum is on the development of the whole child's social, emotional, physical, cognitive, and language development. It is used to enhance learning in literacy, math, science, and social studies. (US Department of Education.) Children will be learning in both small and large groups. Activities are both child directed and teacher directed. Throughout the day, there will be structured and unstructured periods. The teachers foster positive relationships with teachers and peers while developing a sense of responsibility and self-regulation. Lesson planning incorporates each child's development, and focuses on the goal of preparing each child for kindergarten and beyond.

The Giving Tree is an inclusive child care. All children and families are welcome! The teachers at The Giving Tree treat each other, families, and children with respect. The families, staff, and the local community represent a variety of backgrounds. We strive to create a program that reflects this diversity by teaching and encouraging children to respect the uniqueness of each child. We provide positive experiences by exploring the similarity and differences of all children. We promote a positive attitude towards living in a diverse world, and provide activities that reflect a variety of abilities, cultures, family structures and race.

The Giving Tree makes a commitment to continue our learning in the area of child development, the knowledge base of early childhood and education and to stay informed through continuing education and training.



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Tuition and Fees

We offer both a full-time and a part time program. Our full time program consists 5 full days, Monday-Friday. Our part time program available for children 2 ½ and over who are potty trained, is a minimum of three days full days per week. Current tuition rates are as follows:

Rates:	**Infant/Toddler**	**Preschool**
Full-time	$265.00	$225.00
Part-time	Not Available	$55.00 per day (3 day minimum)

There is a discount of $10.00 per week for each additional full-time child in the same family.

Payments

Payments are accepted in cash, check, money order, credit card, or online. Payments are due on Friday before 6:00pm for the upcoming week. Tuition not paid by Monday of the current week will have a $15.00 late fee added. If financial aid is being used, it is the parent's responsibility to make payments until the DHS payment is received by the center. Any amounts not covered by assistance are the responsibly of the parent. Children may not be accepted to the center if payments are not current. A returned check will have an additional $25.00 added and thereafter, checks will not be accepted.

Tuition payments are due regardless of illness, absences, snow days, building closures, or holidays. Each family is allowed two weeks of tuition free vacation per year (year is considered from start date) after children are in attendance for a period of six months. Vacations must be taken in week-long increments and cannot be broken into single day. No more than two weeks can be taken in a twelve month period. Please let us know as soon as possible when your child will be on vacation.

Late Pick Up Fee

The center closes at 6:00pm. A late fee of $1.00 per minute after 6:00 will apply. This fee will be expected to be paid immediately upon picking up the child. Please notify us as soon as possible if you are running late. If by 6:00pm we have not heard from parent or designated person, the child's emergency contact will be called to arrange for pickup.

Registration and Enrollment

The following is needed to enroll your child:

- Current week's tuition and security deposit equal to 1 week
- Registration fee of $50.00 per family
- Completed forms including: Child Information Record, Health Appraisal signed by the child's doctor along with an Immunization Record, Agreement, About Your Child form, Infant and Toddler Food Agreement, Photo Permission, Licensing Notebook Notification, and CACFP Income Eligibility Statement for the State of Michigan Food Program
- A change of clothes to be left at the center
- Blanket and pillow for nap time (preschoolers and toddlers)

Hours of Operation

The Giving Tree is open Monday-Friday from 6:30am-6:00 pm. Parents are required to sign their children in and out each day. Children must be picked up by an adult and only those that have been authorized by the parent. We ask that children be here by 8:30 in order to receive breakfast and by 9:00 to take advantage of our full learning program.

The center will be closed to observe the following holidays:

- New Year's Eve & New Year's Day
- Memorial Day
- Fourth of July
- Labor Day
- Thanksgiving Day and the Day after
- Christmas Eve & Christmas Day

(Holidays will be honored according to the State of Michigan observed designated days)

Sign In and Out Procedure

It is required that you sign in when you enter and upon pick up, sign out. Sign in/sign out sheet is posted by the door. Children will not be released to anyone not included on the child's information card, under 18 years old, or unable to produce identification. Parents with a custody order must have the order on file at the school.

Family Interaction

The staff of The Giving Tree want to collaborate with parents to provide a safe, enjoyable educational experience for children. We will communicate with you in several ways. It is possible that we will speak with you in person, or you may receive a phone call, an email, a text message, or a note sent home. These communications are used to communicate your child's development, upcoming events, conferences, daily activities, or emergency situations. The Giving Tree posts community based programs including community mental health, food banks, Child Find, and medical/dental resources near the door. Please be sure that all of your contact information is kept up to date. Let us know what method of communication works best for you.

Curriculum

The Giving Tree follows the Creative Curriculum. This curriculum provides a room arrangement and daily routine that is structured to permit a variety of interactions between both adults and children. The curriculum provides for a balance between individual, small group, and large group activities. We have interest areas that include; blocks, art, dramatic play, library, discovery, sensory, and music. Content areas include literacy, math, social studies, science, the arts, and processing skills in order to provide growth in large and small motor skills, language development, social/emotional development, cognitive development. Children are assessed using the TSGold Assessment. Conferences are available for all parents to discuss the development of their child. This content adheres to the Michigan Department of Education's Early Childhood Standards of Quality for Pre-kindergarten. Children are also screened using the Ages and Stages Developmental Screening Tool.

Preschool Schedule

6:30-8:30	Free Choice
8:30-9:00	Wash Hands & Breakfast
9:00-9:15	Large Group
9:15-10:00	Free Choice
10:15-10:45	Small Group
10:45-11:40	Outside Play/Indoor gross motor
11:40-12:15	Lunch Prep, Lunch
12:15-12:30	Lunch clean up, Nap Prep
12:30-2:30	Naptime
2:30-2:45	Wake Up, Clean Up
2:45-3:15	Bathroom/Wash Hands/ Snack
3:15-4:00	Free Choice/ Small Group
4:00-5:00	Outside Play/Large Motor Activities
5:00-5:30	Wash Up/ Stories
5:30-6:00	Clean up

Infant/Toddler Daily Schedule

6:30-8:30	Free Choice
8:30-9:30	Diapers/Bathroom/Breakfast
9:30-10:00	Circle/Story/ Music
10:00-10:30	Craft
10:30-11:30	Outdoor Play
11:30-12:30	Lunch/Clean Up/Diapers/Bathroom
12:30-3:00	Naptime
3:00-3:30	Diapers/Bathroom/Snack
3:30-4:00	Free Choice
4:00-5:00	Outside
5:00-5:30	Diapers/Bathroom/Free Choice
5:30-6:00	Puzzles/Stories

Infants eat and sleep on demand.

Health Care Policy

Immunizations/Health Reports: Each child must have a health report on file within 30 days of enrollment. Updated health reports are required yearly for children ages 0-3, and every 2 years for children ages 3 and up. Families will be notified when an updated health report is due. Your child's health report must include an up to date immunization record. Onetime vaccinations throughout childhood is essential because it helps provide immunity before children are exposed to potentially life threatening diseases. Vaccines are tested to ensure that they are safe and effective for children to receive at recommended ages. Families who chose not to be immunized must have a completed exception form from The Macomb County Health Department. A schedule of immunizations can be found on: CDC.gov or healthychildren.org
We encourage families to schedule well baby visits. According to the American Academy of Pediatrics there are 10 well visit checkups to be done in the first 2 years. These visits will provide a physical exam, track your baby's growth and developmental milestones, provide vaccinations, and provide tips on health care. This is a time to discuss any concerns with your doctor. Go to: www.healthychildren.org or www.babycheckupscount.com for more information regarding well baby visits.

Staff Training: All staff has been trained in First Aid and CPR through The Red Cross. They are required to obtain 26 hours of training throughout the year on health and safety, child development, inclusion, diversity and a variety of other topics.

Daily Checks: Children are observed upon arrival for signs of illness, injuries, and social or emotional distress. All illnesses, bruises, injury or distress are documented. Children who are ill will be sent home. Staff will observe children for social and emotional health continually. Any concerns will be brought to the attention of the director who will address the family.

Child Abuse and Neglect-Child care employees are mandated reporters and must report any suspected abuse or neglect to the director and to the Department of Social Services. The Giving Tree will cooperate with any investigate methods. Reports can be made by phone at 855 444-3911 or online at: www.mighigan.gov/mandatedreporter

Handwashing: All staff members and children are required to wash their hands under the following circumstances:

- Upon arrival
- Before and after preparing food
- Before and after caring for a sick person
- Before and after eating
- Immediately following using the bathroom
- After sneezing, blowing nose, or coughing
- After coming in from outside
- Coming in contact with blood
- After using glue, paint or other art materials
- Before and after diaper changes
- Touching garbage
- Whenever hands become contaminated

- Before and after administrating medication

Handwashing process is:

- Wet your hands thoroughly with clean water
- Apply soap
- Scrub for 20 seconds; back, front, between fingers, under the nails
- Rinse using clean water
- Dry with a clean paper towel

If soap and water is not available, you may use a 60% alcohol hand sanitizer. Apply gel and rub front, back, between fingers, and under nails. Infants and toddlers will have their hands washed after diaper change. Wet wipes are acceptable when soap and water are not available or for a child that is too heavy to hold, cannot stand safely at the sink, has a special need and cannot wash their hands, or an infant who cannot hold up their head.

Center Cleanliness-The Giving Tree has a daily maintenance plan that involves sweeping floors, vacuuming carpets, discarding trash, and sanitizing surfaces using a 3 step process of a soap and water wash, clear rinse, and bleach and water spray. Toys are checked for broken or missing pieces. Children use individually labeled cot/cribs and are sanitized weekly. The Giving Tree is professionally cleaned on the week-end. Parents of children ages 1 and up will supply a blanket/pillow for naptime. Bedding will be sent home on Fridays for washing and returned on Mondays. Crib sheets will be washed weekly by The Giving Tree.

First Aid/Injuries: The staff will administer first aid according to Red Cross procedures. In any instance of handling bodily fluids, the staff will use universal precautions. This includes the use of gloves, the proper disposal of supplies, handwashing, and sanitizing all surfaces with bleach Parent will be called and reports will be made for parent and for child's file.

Medical Emergency: A medical emergency is any incident that results in a call made to EMS. In the event of a medical emergency, the child's teacher will remain with the child while an assistant calls 911 and the parent. She will also move all others from the room. The assistant will wait for EMS and direct them to the child. The teacher will follow Red Cross First Aid & CPR training procedures. The teacher will accompany the child to the hospital and will remain with the child until the parent arrives. A report will be made and give to the parent, Licensing and kept in the child's file.

Illness Exclusion: We want to keep all of our children healthy. Children must remain at home if:

- A fever over 100 degree Fahrenheit within the past 24 hours, without fever reducing medication.
- Vomiting within the past 24 hours.
- Diarrhea-Two or more loose bowels in the past 24 hours. Child must remain at home until symptom free for 24 hours.
  Green/Yellow mucus from eyes, or nose.
- Any contagious disease such as pink-eye, strep throat, hand, foot and mouth, scarlet fever, chicken pox, or flu. Child must remain at home until symptoms are gone.
- Lethargic or listless.

- If your child cannot participate in the ordinary daily routine including playing outside, he/she is too sick to be in school.
- Unexplainable Rash-Please consult your doctor for a proper diagnoses and follow physician's instructions before returning to day care.
- Ear/head ache- Please keep your child home until pain free without medication. If medication is needed while at the center, a Medication Authorization form must be filled out.
- Sore throat/white spots in throat with or without fever- Remain at home until symptoms are gone.

Communicable Diseases: In the event a child has a communicable disease, they will be sent home, CDC guidelines will be followed. Families will be made aware of the exposure along with information regarding the symptoms and what to do if their child contacts the disease. In many instances, a release note from the doctor will be required in order to return. A report will be made and The Macomb County Health Department will be notified.

Medication: Our staff can administer, over the counter, prescription medication, diaper cream and sunscreen. Children who are taking medication and must have it dispensed at The Giving Tree require a medication administration form filled out. All medication must be in original container and labeled with the child's name and date. The lead teacher will administer the medication and complete the necessary form.

Vision and Hearing screening- Children ages 4 and up are given a hearing and vision screening each spring by the Macomb County Health Department. Results are shared with parents. Those that need further follow-up are contacted by the health department. This screening provides families with the necessary screenings needed to enter kindergarten.

Nutrition/Special Needs-Eating healthy means children will have a less of a chance to develop heart disease, Type 2 diabetes, obesity, and some cancers. Nutritional meals lead to increased focus and attention, improved test scores, better classroom behavior, improved school performance, and boosts the immune system. The Giving Tree follows the guidelines from the National Child and Adult Care Food Program. Those children with allergies or those that require a special diet must have a request from their doctor. Request will be posted for all staff.

Infant Care-Teachers who work with infants and toddlers have been trained in safe sleep and sudden infant death. Infants will not be allowed to sleep in infant seats or swings. Infants will be placed on their back to sleep. They are not allowed to sleep on their stomach until they can turn themselves over. There will be no blankets, pillows or toys allowed in the cribs. You are allowed to bring a blanket sleeper for your child to nap in. If your child has a medical condition and needs to sleep on their stomach or side, a note is required from the doctor. Infants and toddlers will be changed as needed but no more than every 2 hours. Staff member will wear gloves while changing a child, they will wash their hands before and after changing, and wash child's hands immediately after diaper change. Infants will be changed on an elevated changing table with rails and a non-absorbent pad. The changing surface will be washed and sanitized using the 3 step process after each diaper change. Toys will be age appropriate, washed,

sanitized frequently, checked for broken or missing pieces and discarded immediately. Babies in high chairs or swing will be strapped in using the appropriate devices. Infants will be held while being bottle fed. Daily reports will be sent out documenting feeding times, diaper changes, nap times, activities, moods, and any other pertinent information.

Toileting- Children who are in the process of potty training will be taken to the bathroom on a consistent schedule. Children up to age 3 and require assistance in the bathroom will be assisted by their primary caregiver. Children over the age of 1 may be changed standing up or on a non-absorbent surface in the bathroom. It must be sanitized using the 3 step process of wash, rinse and sanitize. Children ages 3 and up will receive only emergency assistance by their teacher.

Pest Control- Periodically The Giving Tree is treated for pests. This will be done on the week-ends or evenings to prevent your child coming in contact with fumes or gels. Parents will be notified prior to any pesticide that is used.

Physician Look-up-If your child does not currently have a physician, you may check at www.healthcare.ascention.org, www.doctors.beaumont.org, or www.henryford.com to find a doctor in your area.

Safety Policies

The safety of your child is our first concern. And with that in mind, the following policies are in place.

- Our facility is secured with a keypad entry. For the safety of the children and staff, please don't provide your entry number or open the door for anyone.
- Also, Athletic shoes are to be worn to school, no open toed shoes or flip flops.
- Children will be sent home if arriving at school or becoming ill while in school. Your prompt pick-up is important.
- Children need to be dressed appropriately for outside play.
- Clothing must promote independence and be easy for your child to operate for restroom use and to go outside. (No belts, please).
- Comfortable, washable clothing as art projects can get messy.
- A set of extra clothes including: shirt, pants, underwear and socks is to be kept in school for any accidents. (Please label all items)
- Each room is equipped with an emergency manual listing produces for various dangerous situations.

Toys

Show and tell is each Wednesday in the preschool class. Children are encouraged to bring a toy to share with their friends on Wednesdays only. Please no toy guns, knives, weapons of any kind. Please do not bring anything expensive as we cannot be responsible if items are lost or broken.

Nap Time

Children are required to participate in a nap time each day. The center provides individual cots or cribs labeled with each child's name. Parents are responsible to bring a blanket and pillow. Please label all items. These items must be taken home each Friday to be washed.

Fire/Tornado Drills

Fire and tornado drills will be performed on a regular basis in accordance with the State of Michigan licensing regulations. The emergency evacuation plans are posted in each room.The Giving Tree has emergency plans in place for fire, severe weather, dangerous situations, and intruders.

Discipline

The Giving Tree provides your child with a daily schedule that incorporates rules for structure and the safety of all children and adults. Discipline will be age appropriate and will never involve physical or mental punishment. Forms of discipline will include: redirection, logical consequences, conflict resolution strategies, and time out. Parents will be notified when there is an ongoing problem. Challenging behaviors will be documented and addressed with parents. Staff will meet with parents to develop a behavior plan to discourage expulsions or suspensions.

Food Program

Good nutrition is vital to children's leaning and physical development. Our policies have been designed to encourage the development of good eating habits. Meals and snacks follow the Federal Child and Adult Food Program in which we have been a member for over 10 years. CACFP is a federal program that requires that we follow specific guidelines.
Meal requirements for toddlers and preschoolers are as follows:

- Breakfast includes milk, grain and a fruit. (Children over 2yrs. are required to have 1% or fat free milk. Children between 1-2 yrs. are required to have whole milk)
- Lunch includes a milk, meat or meal alternative, grain, 2 fruit or vegetable servings.
- Afternoon snack includes 2 of the following: milk, vegetable, fruit, grain, and/or meat.
- Meal requirements for infants under 2 yrs. old are based on their age. We support breastfeeding as well as formula feeding. (Children between the age of 1 and 2 receive whole milk if not on breast milk)

Meals are on a 2-week rotation and a menu is posted in each room along with being posted on the bulletin board near the entrance.
Food for our preschoolers and toddlers are scheduled at specific times.

- Breakfast is served 8:30-9:00
- Lunch is served 11:30-12:30
- Snack 3:00-3:30
- Infants up to 2 years of age, are fed on demand with the intention of learning to follow a meal schedule.
- If your child is not here at the scheduled meal time, please feed them at home.

Children are required to sit at the table while eating. We eat as a group with a teacher. Having pleasant conversation while eating makes eating an enjoyable experience. Sharing facts about

food, textures and tastes encourage children's curiosity to try new foods. Teachers will periodically plan lessons that involve activities that correspond to healthy eating.

Infant and Toddler Feeding

The Giving Tree will provide formula for your child. Formula provided will be:
Meijer Baby Gentle Infant formula with Iron.

Parents are responsible to provide The Giving Tree with enough prepared bottles for each day the child is in care.

- Formula/milk shall be prepared at the child's home and placed in an assembled bottle before being brought to the center. Each item must be labeled with the child's name. Bottles are to be brought daily.
- Each bottle and nipple/cup shall be used for a single feeding only
- Formula and milk left in the bottle will be discarded at the end of the feeding
- All bottles/cups will be washed out and sent home daily for sterilizing

Breastfeeding

It is our policy to encourage all of our pregnant and postpartum employees and famlilies to consider breastfeeding their children as a means of promoting the health of both child and mother. We encourage and support employees and families in their efforts to combine working and breastfeeding. The Giving Tree will provide reasonable break time for an employee to express breast milk or nurse their child for one year after the child's birth. Breast feeding moms will have a place to pump, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public.

Food Allergies

Food allergies are becoming more common. It is important that school and home work together. If your child has a food allergy, it is required that you have the appropriate forms filled out by your child's doctor. If your child may need to keep an Epi-Pen or allergy medication in school, we require a permission to administer medication form be completed. We will always do our best to protect your child when it comes to food allergies.

Infant and Toddler

Parents will provide all the following: extra change of clothes, diapers, pull-ups and wipes. Children over the age of 1 are allowed a blanket. Blankets are sent home weekly for washing. Any lotions, balms, powders, or medication cannot be used without a signed Medical Authorization Form.

Parents will receive a daily report that will provide parents with feeding times, nap times, diaper changes, new developments and information regarding the care or concern of their child.

Withdrawal Policy

Parents may withdraw their child from the program at any time. Any payments made will not be refunded. Please notify The Giving Tree one week prior to withdrawal. The security deposit made upon enrollment will be used for your child's last week of tuition. There is no cash refund.

We reserve the right to ask for withdrawal if there is a problem with any of our policies being followed.

Transitioning Between Programs

The Giving Tree makes every effort to help you and your child make a seamless transition between programs in our building and to programs in other locations. When the time comes, information will be provided to you regarding programs in our building and/or kindergarten options. We offer help with the kindergarten registration process as well as providing records and referrals if needed for your child's next educational placement.

Child Abuse Reporting

Child protection law states that a teacher, school administrator or regulated child care provider who has reasonable cause to suspect child abuse or neglect shall make immediately, by telephone or otherwise, an oral report of the suspected abuse to Child Protective Services.

Licensing Notification

Our center maintains a licensing notebook which includes all licensing inspection reports and all related corrective action plans. This notebook is available for your review.

Diversity Policy

The Giving Tree program is aware that culture includes every aspect of a child's development. We enroll children of any race, color, culture, nationality, ethnic origin, or family structure. The center does not discriminate against any staff member, family or child based on race, color, culture, nationality, ethnic origin, age, physical appearance, disability, or family structure. All programs are available to all children.

The Giving Tree is located in a community that is diverse. Our program reflects this diversity. Staff make every effort to provide culturally responsive care and education. We acknowledge human differences and the right of people to make choices about their own lifestyle.

Staff recognizes and respects the uniqueness of each child by:

- Reflecting on each child's cultural, race and family
- Encouraging children to be aware of and respect all people
- Providing children with positive experiences exploring differences and similarities between cultures, ethnic groups, race and families
- Teaching children to live cooperatively in a diverse world
- Incorporating diversity into activities, foods, and lesson plans

Our staff will receive diversity and unconscious bias training yearly.

Special Needs Inclusion Policy

The Giving Tree is committed to providing a quality childcare experience of all children including children with special needs. It is our goal to prepare all children for inclusion in all aspects of their life. Children with or without disabilities will learn how to accept people who are different, to be compassionate, to feel good about helping others and to feel good about themselves. We acknowledge that children with special needs are not defined by his/her disability. We recognize that all children benefit most from a supportive environment where

cooperation between families and staff work to advocate for the child. Our staff will receive training regarding identification of special needs as well as special needs topics. Accommodations will be made to the best of our ability in areas of:

Physical Modifications- offering seating options, furniture arrangements, material selections, visual supports, lighting

Social Modifications- provide interactions with children using social scripts and open ended questions, a buddy system, reinforcement of specific social skills to encourage a sense of belonging and meaningful relationships

Temporal Modifications- adjustments in routines and activities, a balance of teacher and child directed activities, small and large group activities, using cues for transition times, offer choices, modeling behaviors, role play

By providing necessary accommodations to the children in our care, it is our goal to provide the least restrictive developmentally appropriate care for all in the general classroom It is through positive attitudes and interactions with children with special needs that integration and inclusion is achievable.

Children who are identified with special needs will be referred to Macomb Intermediate School District's Early On program for evaluation. Our teachers will collaborate with parents to develop an individualized plan for the child. Information received from doctors, specialist, and evaluations will be considered in the plan.

Code of Conduct

At The Giving Tree Preschool and Child Care we strive to provide a safe, caring, respectful environment for our children, staff and families. All people are to be treated with respect and dignity regardless of race, color, religion, sexual orientation, national origin, disability, age, family composition, or genetic information. It is unacceptable to discriminate against another person on the basis of any of these characteristics. We take our responsibility in relation to personal interactions very seriously. Parents, likewise, have responsibilities around their interactions with staff, other parents, and children. It is expected that parents and staff will support the respectful philosophy by following The Giving Tree Code of Conduct.

The following, while not limiting, are examples of unacceptable behavior:

- Discriminatory behavior or comments
- Harassment: Behavior that degrades, demeans, humiliates or embarrasses someone through verbally, written note, email, thru social media, gestures or body language. (Name calling, offensive jokes, yelling, threats, etc.)
- Bullying: Physical, verbal, emotional, and through social media, or cyber bullying (hitting, pushing, mocking, spreading rumors, gossiping, etc.)
- Physical abuse against one's child, other children, staff or other family members
- Verbal abuse against one's child, other children, staff or other family members (threats, profanity, name calling, etc.)
- Defamatory, offensive or derogatory comments regarding the center, staff member, child or another family
- Theft of personal or center property
- The breach of confidentiality
- The possession of a weapon on Giving Tree property

- The use of alcohol, illegal drugs or being intoxicated on the property
- Smoking on Giving Tree property
- Inappropriate social conversations
- Taking photos of your child, or other children
- Use of cell phones upon dropping off or picking up your child
- Physical punishment of your child on Giving Tree Property

The following guidelines are expected:

- Be courteous to other parents, staff and children.
- Have your child in class by 10:00 so as to not disturb the class and teachers.
- To call if your child is not coming to school
- To supervise your child when you are on the property, including supervision in the parking lot and around parked cars
- To respect the property with no littering or damage/destruction of property
- To refrain from using cell phones upon drop off and pick up
- To refrain from coming on the property intoxicated
- To keep animals off the property

In order to keep a peaceful environment, it is imperative that:

- Weapon are not allowed on the property
- Drugs, alcohol and intoxicated people are not allowed on the property.
- Profanity is not used on the property.

Communication is the key to a successful parent-teacher relationship. If at any time you have a question or concern, please direct them to your child's teacher or to the director. Most problems are caused by misunderstanding or miscommunication and can be solved almost immediately.

If the Code of Conduct is violated, it may result in a written warning, an immediate withdrawal from the program, or police involvement.

Notice of Nondiscrimination

In accordance with Federal Civil Rights law and U.S. Department of Agriculture (USDA) Civil Rights regulations and policies, the USDA, its agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior credible activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or

contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at How to File a Program Discrimination Complaint and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov. USDA is an equal opportunity provider, employer, and lender.

The Giving Tree does not discriminate on the basis of race, creed, religion, color, national origin, gender, age, weight, height, marital status, veteran status, disability, or other protected classes in our program, services, activities or employment. Any questions or comments can be made to:

Joy Smick
Program Director
586 850-3729
givingtreepreschool@comcast.net