



955 Westend Ave NW
Grand Rapids, MI 49506
616.453.3925

Chelsea Van Vels- Director
Amalia Mulder- Assistant Director
littlesprouts@wschristian.org

Parent Handbook

Mission Statement

West Side Christian School's mission is to provide a quality, Christ-centered education that teaches children of the West Side Christian Community about every aspect of God's creation from a Reformed Christian perspective in a distinctly Christian environment, preparing them spiritually and academically to live as Christ's servants. As the Childcare and Development program of West Side Christian School, Little Sprouts mission is to provide quality Christ-centered childcare and to facilitate social, physical, academic and spiritual growth in the Little Sprouts children.

Admission

West Side Christian School's Little Sprouts accepts children 2.5 years old through 8th grade. Children must be potty trained and able to use restrooms independently.

I. Welcome to Little Sprouts- Introduction of staff

Chelsea Van Vels: Director

Graduated from Kendall College of Art and Design

Bachelor of Fine Arts

Art Education K-12

Started in Little Sprouts: Summer of 2015

About Miss Van Vels: *My passion for working with children has grown so much in my time at West Side.*

Children are so honest and open about their love for the Lord and their love for learning that I find myself inspired each day. I am honored that I can spend each day serving the children and families of Little Sprouts. I love my time spent as Lead Teacher reading books, singing worship songs at the top of our lungs, making beautiful art projects, and challenging the students with letters, numbers, memory, and fine motor projects. I am also happy to use my talents as Director to continue to run a smooth and effective program, to grow the program, and to make everyone involved in Little Sprouts feel happy and heard. I feel blessed to have a wonderful job at the very school I attended for 10 years. When I am not at West Side, I spend time with my family, boyfriend, and my adorable dog, George Bailey. I also paint commissioned paintings for clients.



Amalia Mulder: Assistant Director

Graduated from Kuyper College

Majors: Early Childhood Education

Started in Little Sprouts: Winter of 2014

About Mrs. Mulder: *The children's enthusiasm, motivation, joy, laughter, and excitement to learn inspires me, and I receive so much joy from*

watching them learn and grow throughout the year. It is a gift to be able to teach the children about Jesus and His great love for each of them. My goals are that the children will not only grow in knowledge throughout the year, but that they will also grow spiritually. I want to ensure that each and every child feels valued and appreciated as a child of the Lord. I hope that the children will learn how to love God with all of their hearts, and that it will be evident through their learning and their actions. My husband Josh and I live on the West Side of Grand Rapids and we have a son Noah, as well as daughter Caroline who is in our hearts. I love to take walks, bake, read, and spend time enjoying the outdoors.



Andrea Andrew: Assistant Teacher

Started in Little Sprouts: Fall of 2016

About Miss Andrea: My name is Andrea Andrew! I just got married this Fall and happily became a blended family. I am blessed to be in the lives of a 3 and 6 year old and grow with them as a family centered on Christ. I grew up in Grand Rapids and Ada with my parents and older brother. As a child, I attended Sunshine Community Church. Currently, I attend Keystone in Ada. Being involved in church and with kids has always been a priority to me. At a young age, I realized God blessed me with a passion and heart for working with children of all ages. I have since pursued schooling and jobs centered on working with young children. My favorite activities to do with kids are crafts and coloring. I love getting to know each child and connecting with them on different levels. Each child is so unique and wonderful in their own way, and I feel blessed to be a part of his or her journey. I am thrilled to be working in Little Sprouts. I feel as though God has called me to this opportunity, and I could not be happier!

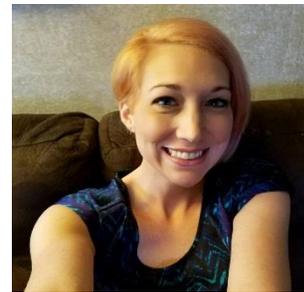


Cara Renzema: Assistant Teacher

Currently attended GRCC for Early Childhood Education

Started in Little Sprouts: Fall of 2016

About Miss Cara: I started working in Little Sprouts in October 2016. Before working in Little Sprouts, I went to GRCC for the Dental Assistant program and was a dental assistant for 10 years! I have always enjoyed being around children and I knew God was calling me to do something in this field. I love watching children grow and seeing their silly personalities! I love volunteering in Sunday school, babysitting and other activities involving children. About a year ago, I decided to go back to college for Early Childhood Education. A family member informed me about the opening in Little Sprouts and I jumped on the opportunity. I absolutely love working in a Christian environment where we can praise God in our daily activities! When I am not working in Little Sprouts, I am busy raising a 3 year old son, Curtis. He is the light of my life! We love spending time outside and finding different activities to do with our dog and my boyfriend. We love going the YMCA to swim! I enjoy finding crafty projects to do from Pinterest, refurbishing furniture, painting and baking. I also work at Starbucks as a barista and enjoy making (and drinking) those lattes and coffees we all enjoy! Favorite bible verse: Romans 15:13- May the God of hope fill you with all the joy and peace as you trust in Him, so that you may overflow with hope by the power of the Holy Spirit.



Erin VanVliet: Assistant Teacher

Started in Little Sprouts: Fall of 2015
Currently attending Calvin College
Major: Speech Pathology



About Miss Erin: *Working at Little Sprouts brings me so much joy and I am so grateful for the opportunity to teach and watch these kids grow. Their enthusiasm for learning and love for Jesus makes coming to work so fun! I love working at a Christian school where we can incorporate Jesus in everything we do. I especially like summers at Little Sprouts because of the fun field trips, projects, and time spent outside. I grew up in Grandville, Michigan and graduated from Calvin Christian High School in 2017. I am currently attending Calvin College, studying Speech Pathology. In my spare time you can usually find me with friends or family, sitting in the sun, reading a book, or working on some sort of craft. Thank-you for sharing your children with me!*

Kyle Van Wienen: Assistant Teacher

Started working at Little Sprouts: Spring of 2017
Currently attending Grand Rapids Community College
Major: Elementary or Middle School Education

About Mr. Kyle: *Working here at Little Sprouts has shown me where my passion lies. Each and every day that I come in, I am greeted by smiles and hugs! There is no better job than this one! I am so happy that I am a part of the lives of these children! Each and every day presents a totally new experience, whether we're making slime, going on field trips, or playing in the gym. These kids are what makes this program what it is! I love each and every moment that I spend here! They are all so eager to learn and grow in their faith. I love working at Little Sprouts because we can incorporate our faith and love for Christ into our everyday lives! I love spending my free time outside, whether I'm camping, fishing, or just taking a walk.*

This fall I will be attending GRCC, with the hopes to take core classes. Once I finish up there, I am hoping to transfer to Ferris or Davenport to continue my journey towards becoming an educator!

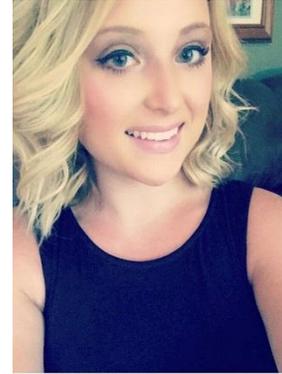
Marisa Jachens: Assistant Teacher

Started working at Little Sprouts: Fall of 2016

Currently Attending Ferris State University

Major: Early Childhood Education

About Miss Marisa: Working at Little Sprouts has been an amazing opportunity to not only grow in my career path, but to grow in my faith. The staff, students, and families make every day so rewarding. Watching the love these children have for Jesus makes coming to work a joy. I grew up in Midland, Michigan and attended catholic school. I attended Ferris State University in Big Rapids starting in 2013. I moved to Grand Rapids in 2016 to finish up my early childhood degree at the Ferris downtown campus. I am graduating with my degree this upcoming May! I'm so thankful to be able to spend time with these amazing children to gain experience all while going to school. In my spare time I am training for a half marathon in Las Vegas. I also like to go back to Midland to see my parents, cook, or go visit my brother at The University of Michigan and go to a football game. Thank you for sharing your children with all of us at Little Sprouts!



Kendall Bouma: Assistant Teacher

Started working at Little Sprouts: Fall of 2017

Currently Attending Calvin Christian High School

About Miss Kendall: Working at Little Sprouts has been such a joy and a privilege. Having a job that I look forward to is a major blessing, and your kids are why I love it so much! It is such a cool opportunity to see the kids grow in their learning and in their love for Jesus. Currently, I am a senior at Calvin Christian High School and I will be attending college next fall. I will pursue a degree in either psychology or exercise science in hopes of becoming a Physical Therapist. In my free time you can usually find me spending time with my family or friends, painting, running, or at a coffee shop. I cannot thank you enough for sharing your children with all of us here at Little Sprouts!



II. Hours of Operation

Hours of Operation

- Little Sprouts Childcare is available from 6:30am-6:00pm Monday-Friday. Childcare is offered year round.
- Our summer schedule starts in June and goes through the end of August childcare is available from 7:00am-5:30pm Monday-Friday.
- Holiday Break Hours are 7:00am-5:30pm, including Spring Break and Christmas Break.

Snow Days, Delays, and Closings

- Snow Day childcare will only be available if a minimum number of 5 Little Sprouts children pre-enrolled for this service.
- There is a separate sign up for snow days, holidays and breaks. I will send a "request form" out months prior for you to sign up your children. The form is quick and easy to fill out! If you do not sign up separately for Snow Day care, you may **not** bring your child to Little Sprouts on Snow Days.
- Little Sprouts will notify families if Snow Day childcare has not filled up by late Fall.
- If enrolling in the Snow Day option, the price per day every time a snow day occurs will automatically be added to your next care payment.
- If school has a 2 hour delay, you must be on the schedule for "Before Care/All Day Care" that day to have a reserved spot. Please call if you are not signed up and you need care before school.
- Little Sprouts Childcare will follow West Side Christian's closing schedule for holidays. If there is enough of a need, childcare may stay open for certain days (i.e. part of the Christmas vacation or Spring Break).

Little Sprouts Summer Care

- Summer childcare will be offered in June through the end of August.
- Hours of operation: Monday – Friday 7:00am-5:30pm
- Little Sprouts will offer summer programming and summer camps.
- Weekly themes and special activities that children of all ages can enjoy.

III. Payment & Billing Information

Little Sprouts Care Pricing Options:	1 st child	2 nd child	3 rd child, etc.
Hourly rate (2 HOUR MINIMUM)	\$5.00	\$2.50	\$2.50
Daily rate (8 hours or more) (only 1 child gets charged the daily rate per billing cycle)	\$40.00	\$2.50 hourly	\$2.50 Hourly
Drop-In Care 24 hours notice *Subject to availability	\$5.00	\$2.50	\$2.50
Enrollment Fees	\$40.00	\$10.00	\$10.00
Key Card Fee	\$10 per card		
Late Fee (for pick up after our closed hour)	\$7.00 per 15 minute interval per child		

Billing

- Billing will take place at the end of each month. See chart for above rates.
- Outstanding payments will receive an email before the following billing period, notifying families of their current balance.
- Little Sprouts maintains the right to stop providing care for the family until outstanding payments have been paid.
- Billing will be sent out on the second of each month and reflect the prior month's childcare totals.
- Payment is due by the 10th of the month. Please submit payment to the West Side Christian School office, cash, check or a money order are all acceptable forms of payment.

Guidelines for pricing are as follows:

- Minimum charge of **2 hours** will be automatically applied for any use of this program in a day.
- Before starting Little Sprouts care, you will submit an enrollment form. In this form, you will enroll your child for specific days and times. **You are billed for the hours submitted on this form.** We staff based on your intended hours, so if you drop off late, pick up early, or do not show up without contacting, you will still be billed for your regular hours. If there is a change in your schedule, I need to be notified **at least 24-48 hours in advance.**
- Any child signed up for 8 or more hours in a day will be charged the daily rate mentioned above.
- **Late Pick-ups will be charged an additional \$7.00 per child for each additional 15-minute increment. The \$7.00 charge begins from minutes 1-15 after our closing time. An additional \$7.00 charge (per child) will be added from minutes 16-30, and continuing until the child(ren) are picked up.**

Vacation Days and Sick Days

- Each child will be give 5 sick days and 5 vacation days a year. On these 10 days, you will not be billed. After these days have been used, you will be billed on intended hours.
- A call or email will ensure that you will not be charged for a sick day or vacation day. If we do not hear from you, you will be billed.
- In the Summer months, we will offer week long Flex Care for vacations. This means that if you do not come for a week, and another family wants to add days to their care, you will not be billed. A sign-up sheet for Summer Flex Care will be sent out in the Spring.

Spring Break, Christmas Break, other breaks

For Christmas Break, Spring Break, and other breaks that West Side is closed, there will be separate sign-up sheets for childcare. An email will be sent to seek interest for childcare in the Fall. Childcare will be granted on a first come, first serve basis. You may not bring your child during these times unless you have sign up specifically.

IV. What to know before enrolling & inquiring for childcare

Your child must be Toilet Trained:

- This is a state licensing requirement. Please email littlestubs@wschristian.org with any questions or concerns regarding toilet training.
- Please coach your child on wiping before sending him/her to Little Sprouts. Little Sprouts staff are there to help with this, but legally cannot do this for your child. Your child must be independent in the bathroom when it comes to going potty and changing after accidents.

- If your child does have an accident, we provide a plastic bag to send wet clothes home in. Your child is expected to be able to change his or herself alone in the bathroom without assistance.
- We ask that each child keeps a spare set of clothes and underwear in his or her backpack.
- An occasional toilet accident is okay, if accidents become frequent (more than 3-4 per week for more than 2 weeks) we will discontinue care for a 2 week time until the accidents become a rare occurrence.
 - We have different times for bathroom breaks worked in to our daily schedule.

Peanut Policy

- We **do not** allow peanuts or tree nuts in Little Sprouts.
- Please be aware of granola bars, Nutella and other foods that might contain peanuts or tree nuts.
- If your child has a breakfast that contains peanuts/tree nuts please thoroughly wash his/her hands before coming to Little Sprouts.
- Please be mindful of younger children that come to drop off or pick up with you, please make sure his or her hands are washed if peanuts or tree nuts were eaten prior to coming into our facility.

Inquiring for Little Sprouts care:

- Email: littlesprouts@wschristian.org or call West Side Christian: 616.453.3925
- In your email or voicemail message please state the following:
 - Your name
 - Number of children enrolling, names and ages
 - Times you will be needing care
 - Telephone number/email address

V. Enrollment Process

Enrollment Process

**Enrollment forms are available in the school office, the Little Sprouts room, and on WSCS' website.*

Please return forms to Little Sprouts staff.

**Families will be expected to pay a \$40 enrollment fee that will be charged to their first bill.*

In order to enroll your child, you must complete and turn in the following for each child:

- Step 1:
 - Set up an interview and tour with Chelsea Van Vels or Amalia Mulder.
 - Read our Parent Handbook prior to interview & tour.
- Step 2:
 - Please come with questions/concerns regarding Little Sprouts.
 - Go to West Side Christian School's website, under 'Academics' you will see the Little Sprouts tab. Click on the Little Sprouts tab then click the 'enroll for fall' tab.
 - Fill out and send request form. You should receive a confirmation email 24-28 hours after completion.
 - Please email: littlesprouts@wschristian.org if you have any questions.
- Step 3: please fill out and sign for EACH child:
 - Child Information Card
 - Parent Notification of the Licensing Notebook
- Step 4:
 - read our Parent handbook (on website) and our Licensing Notebook (in Little Sprouts room)
 - After reading, sign the 'Parent Notification of the Parent Handbook' & 'Parent Notification of the Licensing Notebook' forms
- Step 5: If your child is not enrolled at West Side Christian School, hand in his or her:
 - Birth Certificate
 - Immunization Record
 - Health Appraisal

VI. Little Sprouts Day-to-day Logistics:

Arrival and Departure Procedures

- Each day when dropping off/picking up your child for care, you are expected to sign in and sign out. There is a clipboard on the desk as you enter the Little Sprouts room, find your child's name and write the time of arrival and departure.
- Any person(s) picking up other than a parent must be listed on your child's information card under "Person(s) authorized to pick up my child".

- Written notice to staff is required, phone call or email is also acceptable.
 - This person will need to present a form of identification before we allow your child to leave.
- When dropping off your child to the Little Sprouts Program, you may enter through the doors in the elementary wing.
- Parents using before or after school care will receive a key card in order to enter the building.
- You must order a key card, please email LittleSprouts@wschristian.org to do so. In the email please state: full name of all persons requesting a key card, if you are ordering a key for someone who is not a parent, please indicated this.
 - We do not have extra key cards, therefore they must be ordered. Key cards can take 1-2 weeks to receive.
- What to do if you don't have a key card yet?
 - During school hours please enter through West Side's main doors, please sign in/verbally let an office staff member know that you are dropping off your child in Little Sprouts.
 - If you do not have a key card and you are dropping off/picking up your child before or after school hours, please call the Little Sprouts room if you need to be let into the building, one of our staff members will come let you in.

West Side Christian: 616.453.3925

AM Snack

Little Sprouts provides AM snack only. Parents receive a snack calendar at the beginning of every month. We make sure that the snacks are peanut free. We make sure our snacks are well-balanced and healthy. Snacks can include items like fruits, vegetables, yogurt, cheese, and cracker-type foods. We have a wide variety to accommodate any allergies. We have a "2 No-Thank-you" bite policy, as well. Each child must take two bites of the provided snack before eating something of their own.

Parents must pack a lunch and/or breakfast for their child and any additional snacks the child might need. There is a time in the afternoon for snack. White milk is offered at lunch time, but that is the only beverage offered.

Little Sprouts Childcare's Daily Schedule:

6:30 am	LS opens
6:30- 8:30	Children Arrive: Free play, coloring, games, and stories
8:15	School-age children are dismissed to playground, if desired.
8:30-9:00	Little Sprouts staff takes Preschool children to their classrooms
8:30-9:00	Free play and clean up
9:00-9:30	AM Circle time: devotions, prayer, story, songs
9:30-10:15	Outside
10:15-10:20	Bathroom & Handwashing
10:20-10:35	AM Snack (Little Sprouts provides AM snack)
10:35-11:00	Centers, crafts, learning stations
11:00-11:25	Outside
11:25-11:30	Bathroom & Handwashing
11:30	AM Preschoolers come to LS for lunch
11:30-12:30	Lunch
12:30-12:45	Free play
12:30	LS Staff member takes Y5's & PM preschoolers to their classrooms
12:30-1:10	Pick up room & outside
1:10-1:15	Bathroom & Handwashing
1:15-1:30	Prepare for rest time, story
1:30-3:00	Rest/Quiet time
3:15-3:45	Outside
3:15	School age children arrive
3:45-4:10	PM snack (Parents provide)
4:10-5:15	Outside
5:15-6:00	Inside: craft, story, free play
6:00 pm	LS closed

VII. What to bring & What to expect

Required Supplies

Please bring these items along each day:

- Extra set of clothes (underwear, pants, shirt, socks) to keep in backpack
- Blanket for rest time. Take home every day.

Little Sprouts Childcare & Development Parent Handbook

- Weather appropriate clothing for outdoor play (hats, coat, snow pants, boots, mittens or gloves for winter)
- Indoor shoes or slippers (must be brought during the winter, boots will not be allowed in the classroom)
- Snacks or Lunch if children will be in childcare during snack or meal times.

Homework

Each afternoon there will be quiet time available for students to complete their homework, read, journal, or do a quiet activity. Although most students will finish their homework at school, we encourage parents to check the work at home. This keeps you up to date on what and how your student is doing in school.

T.V. and Movies

Every once in a while we may watch an appropriate movie or TV show. These may be done for special occasions like holidays or half days, or because of bad weather. If you have concerns, please let us know.

Toys

Toys from home **will not** be allowed in the classrooms, unless used for rest time. We ask that the child keeps items from home in their backpacks to prevent the toy from getting lost. We will have age appropriate toys and games in our room for your children to use.

Classroom Guidelines

1. Keep yourself and others safe
2. Listen to instruction
3. Respect the property (toys, games, furniture, etc.)
4. Share with others
5. Clean up after yourself

Discipline

- Discipline will be handled in a positive manner and on an individual basis to encourage self-control, self-direction, self-esteem, and cooperation. The ultimate objective is to help develop self-discipline. Attention will be given to the specific needs of each child, but at the same time, the welfare of the entire class will be taken into consideration.
- Possible approaches to discipline problems will be:
 - Reminding children of rules and consequences.
 - Encouraging appropriate and positive behaviors
 - Encouraging awareness of others' needs and feelings
 - Building problem-solving skills
 - Redirecting a child.
 - Taking the child out for a break to refocus in a more positive way.
 - Involving parents.
 - Clear, consistent expectations, positive role models, and an abundance of age appropriate activities keep discipline problems at a minimum.

Removal from the Program

Reasons for removal from the program include (but not limited to):

- Failure to return the required enrollment and health forms
- Uncontrollable, destructive and violent behavior
- Failure to pay monthly dues.

Conferences:

- Little Sprouts Programs do not hold conferences, but at any time if you would like to meet with us please let us know.
- We will set up a time that works best for you and your family.

VIII. Little Sprouts Health/Safety Procedures:

Non-Discrimination Policy

Little Sprouts Childcare program will not deny any child(ren) admission on the basis of his/her race, religion, national origin, sex, handicap, or any other protected classification. The Little Sprouts staff will do their best to accommodate children with special needs by taking necessary training, classes or workshops. Little sprouts Childcare does retain the right to deny admission if there are no available openings for a particular child's age group.

Privacy

Little Sprouts Childcare Program respects the privacy of the families enrolled in the program. All information concerning parents, children, and families will be kept confidential.

Child abuse Reporting

Little Sprouts staff is mandated by state law to report any incidences or suspect's child abuse/neglect, child endangerment or domestic violence. Our concern is always the safety and well-being of your child.

Crisis Intervention/Drills and Response Plan

In the event of a crisis, the school staff will respond according to established procedure.

- Our crisis plan has been designed with Kent County Sheriff's Department to minimize danger to anyone occupying our school in the event of an emergency situation.

- Your child's safety and well-being are very important to us. The main objective of this plan is to attend to the health and welfare of each student and staff member in the event of a crisis.
- In an emergency situation, students will remain at school and be cared for here. In the event of an emergency evacuation of the building and re-entry is prohibited, student will be relocated to a safe location and emergency contacts will be called.

Drills

Little Sprouts run fire drills, tornado drills, and lockdown drills each school year.

- In a fire drill, one teacher will lead the students out of the building in an orderly fashion and go to a designated area on the property away from the building. One teacher will make sure all students are out of the room, shut door and take attendance once outside.
- During a tornado drill, one teacher will lead students to a safe place, another teacher will make sure all students are out of the rooms and take attendance once in a designated and safe location.
- In a lockdown drill, one teacher will lock and shut doors to classroom, turn off lights and close shades by windows. The other teacher will escort children to the safe spot in the classroom and take attendance.

Health Care Policy

Michigan law requires that "all children enrolling in any public, private, parochial, daycare, or denominational school in Michigan for the first time shall submit either a statement signed by a physician that they have been immunized or protected against diphtheria, tetanus, pertussis, measles, rubella, polio, chicken pox, and mumps; a statement signed by a parent or guardian to the effect that the child has not been immunized because of religious convictions or other objections to immunizations; or a request signed by parent or guardian that the local health department give the needed protective injections."

Communicable disease:

- Because a school and daycare center has a high concentration of people, it is necessary to take specific measures when the health and safety of the group is at risk.

- The school's professional staff has the authority to remove or isolate a student or child who has been ill or has been exposed to a communicable disease or highly transient pest, such as lice.
- Any removal will only be for the contagious period as specified by the child's doctor and/or the local and state health department.

Communicable diseases include: scarlet fever, strep infections, whooping cough, mumps, measles, rubella, fifth disease, MRSA, and other conditions indicated by the local and state health departments. A weekly report is sent to the local health department and parents must report ALL occurrences for the inclusion in these reports.

- If your child is sick and will not be attending childcare at school, please call or email to let us know.
- 2 sick days will be cleared from bill per season. (Summer, Fall, Winter and Spring)

Medical Concerns

- It is the responsibility of the parent/guardian to inform Little Sprouts Childcare Program staff of any medical concerns. For example, medical concerns such as, seizures, allergic to bees, has a peanut allergy, or has any other condition that requires special attention and/or medication while the child is in our care.
- The medical procedures to be followed by school personnel should be put in writing and signed by the parent/guardian.

Illness

- If a child is ill, he/she is required to remain home.
- The Health Department suggests that a child who is well enough to be in school should be well enough to participate in all school activities, including outdoor recess and physical activity.
- Childcare staff is unable to stay inside for recess with your child. If any child becomes ill during school or in childcare, a parent, relative or a person designated on the child's Emergency Card will be notified to pick up the child from school as soon as possible.

When to keep kids home from school or daycare, Pediatrics Now:

1. **Fever:** A child with a fever greater than 100.5 degrees Fahrenheit needs to stay home from school until the fever is gone for at least 24 hours without the use of medication.
2. **Rashes:** Rashes that are itchy or scaly may be contagious and should be evaluated by a physician before sending a child to school.
3. **Cough:** Cough alone may not prevent your child from attending school unless it is interfering with a child's sleep or ability to participate in school activities. If the cough is productive and has phlegm or is associated with a fever or trouble breathing, keep your child home from school and arrange to have the child seen by their pediatrician.
4. **Vomiting/Diarrhea:** Your child can return to school when symptoms have stopped and child can tolerate a regular diet.

If your child will be absent from school, please call or email us by 9:00 a.m. and let us know the reason for the absence. If the reason of the absence is sickness, please let us know symptoms. We must report this information to the Health department.

West Side Christian: 616.453.3925

Childcare Program Serious Accident/Illness Policy

- The program director will make a verbal report to the Department of Human Services, State of Michigan, within 24 hours of a serious illness, or medical condition occurring while a child is in care that results in emergency medical treatment at a health facility, or hospitalization, or death.
- The program director shall submit a written report in a format provided by the Department of Human Services within 72 hours of a serious injury or accident, or a serious medical condition, which results in emergency medical treatment at a health facility or hospitalization, or death. A copy of the report should be kept on file at the center.

IX. Health Specifications

Hand Washing

Staff will wash hands:

- Before food preparation
- Before and After eating
- After using the restroom
- After coming in contact with bodily fluids (urine, stool, mucus, drool)
- Before and After washing tables
- After outside/recess activities

Children will wash hands:

- After using the restroom
 - Before and after eating
 - Before any cooking activity
 - After blowing their nose
 - After outside/recess activity
-

Bodily Fluids Handling Policy

- Should a child have any accident involving bodily fluids, the attending staff will wear gloves to help clean up.
 - The soiled clothes will be placed in a plastic bag and sent home to be cleaned.
 - A sanitizing solution will be used on affected areas.
 - Carpet will be cleaned with a carpet cleaner if needed.
 - Hands will be washed thoroughly when clean-up is complete.
-

Sanitization of Surfaces and Toys

Little Sprouts Program uses a 3 step process to clean and sanitize the toys and surfaces in the classroom.

1. Step 1 is a soapy water solution,
2. Step 2 is a rinse of water
3. Step 3 is a bleach water solution.

- Before and after eating, the tables will be cleaned with the 3 steps.
- Toys that have been put into a child's mouth or contaminated in other ways will be sanitized before being put back in the play area.
- Each night the toys and surfaces will be sprayed and surfaces will be sprayed with the bleach water solution to sanitize.
- Each night the carpets are vacuumed and our bathroom is cleaned by West Side's professional cleaning team.



Notification of Parent Handbook

By signing below, I am indicating that I have read the Parent Handbook thoroughly and agree to abide by each of the policies. Should I have any questions, I will discuss them with the provider before enrolling my child in the program. (Please detach and give to the Childcare director after signing.)

Child's name: _____ Date: _____

Parent(s) Signature(s)



Enrollment Information

Parent(s) name: _____

Child(s) name: _____

Address: _____
