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# OTS PARENT HANDBOOK

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**“A Place Where Your Child Will Develop Socially, Physically, and Cognitively”**

ORDER *THY* STEPS

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DETROIT, MI 48312

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***POLICIES & PROCEDURES***  
*of*  
***Order Thy Steps***  
***10605 Mack Ave.***  
***Detroit, Michigan 48214***  
***313.477.5953***

**MISSION**

Order Thy Steps Day Care aim to be the premier childcare center on the East Side of Detroit that provide quality childcare for infants, toddlers and Pre-K, ages 4 months to 4 years in a safe, caring and nurturing environment.

Our professional caregivers and certified teaching staff engage children in stimulating and educationally enriched activities that help them develop socially, physically and cognitively.

OTS staff will be knowledgeable and skilled at properly using safety precautions to keep young children safe by maintaining a safe developmental environment for all enrolled children.

**CURRICULUM**

OTS will offer Creative Curriculum & Technology Program. Technology Professional Development Specialist will facilitate technology training to staff on how to integrate digital technologies intertwined with the Creative Curriculum. Additionally, orienting families on how to access Creative Curriculum online resources and how to use embedded family weekly planners that keep parent/guardians abreast to the learning themes their children engage in.

**GOALS**

Order Thy Steps (OTS) aim to facilitate teaching and learning utilizing evidenced based early childhood Creative Curriculum. OTS goal is to succeed in child development and progressing as creative-life-long-critical-thinkers, prepared to enter Kindergarten.

**NONDISCRIMINATION POLICY**

Order THY Steps Childcare Center admits students of any race, color, nationality and ethnic origin to all rights, programs and activities generally made available to students at the Center.

It does not discriminate based on race, color, national and ethnic origin in administration of its education policies, admissions policies, and other school administered programs.



## **PERSONAL BACKGROUND/QUALIFICATIONS**

Childcare will be provided by the following individual(s) with the following qualifications:

\*\*\*All staff maintain certifications in CPR and other credentials required by the State of Michigan for childcare workers ([State of Michigan Day Care Licensing and Policies](#))

- ***Sabrina Moton (Owner & Asst. Childcare Giver)***

Master's Degree in Finance, Bachelor's Degree in Business, and over 25 years working as a professional financial analyst.

- **Junita Moton (Educator Professional Development Director)**

Business & Technology Consultant and certified business and technology instructor passionate about integrating technology into practice and transforming business practices supported by technologies.

- **Shay Moton (Early Childhood Curriculum Director)**

Certified elementary and special education instructor. Several years of experience as a Lead Teacher at Bright Beginnings Childcare Center.

- **Christol McCommons (Childcare Giver)**

In home Childcare Provider to children in various age groups for over 20 years.

- **DeEddra Wilson (Childcare Giver)** Several years of experience working with children in Child Care Centers

- **Chasetta Willis (Childcare Giver)**

In home Childcare Provider to children in various age groups for over 20 years.



## **DISTRIBUTION OF ENROLLMENT**

Order Thy Steps provides care for children ages 10 months to 4 years of age. The Center has been approved for capacity of 30 children. This number is based on the indoor and outdoor square footage of the childcare facility and is supported by the appropriate number of qualified childcare provider staff ([State of Michigan Day Care Licensing and Policies](#))

|          |  |
|----------|--|
| Infants  | 10 months to 17 months (1 years)           |
| Toddlers | 18 months (1 years) to 35 months (2 years) |
| Pre-K    | 36 months (3 years) to 48 months (4 years) |

Order Thy Steps strictly complies with childcare regulations regarding child-to-staff ratios ([State of Michigan Day Care Licensing and Policies](#))

A child will/can be moved from one group to the next as his chronological age, emotional maturity, social and physical development progresses, or your child's class may change to fit program logistics.

Availability of space in each classroom is another consideration. Every effort will be made to discuss with parents the transition of children from one class to the other. However, the Administrator makes the final decision about placement.

## **PARENT TEACHER CONFERENCES**

(OTS) Will invite parents quarterly for a conference to discuss his/her child's progress in the classroom by appointments only.

## **TRANSITION PROCESS:**

When your child's age and developmental milestones require transition, we will complete the following steps, if possible and center enrollment will allow it.

**First Two Weeks:** If time/program logistics permits, your child will go directly to the class they are in, then the staff will transition them **ONLY** for breakfast and circle time.

**Second Two Weeks:** You will take your child to the new classroom, and this will be your final step in transition



**\*You are Welcome to stay with us for a while\***

## **HOURS OF OPERATION**

Order Thy Steps will operate  
Monday – Friday **6:00 am to 5:00 pm**

## **DROP OFF AND PICK UP TIMES**

- Daily Morning child drop off times are between 6:00 am to 9:30 am, Monday thru Friday.
- Latchkey will not exceed the hours of 6:00 pm – 8:00 pm daily

## **FEES**

Childcare fees are strictly based on the scheduled hours of contracted childcare services. Order Thy Steps will not adjust childcare fees for late arrival, early pickup, or missed days.

*Fees for Full-Time Childcare (35 hours or more per week)*

Childcare fees for full-time prescheduled childcare:

**Infants \$170.00 per week**

**Toddlers \$160.00 per week**

**Pre-K \$150.00 per week**

*Fees for Part-Time Childcare (At least 25 hours per week and no more than 35 hours per week)*

Childcare fees for part-time prescheduled childcare:

**Infants \$92.50 per week**

**Toddlers \$82.50 per week**

Extended Care/Aftercare Rates **\$30 per day**

## **REGISTRATION FEE**

Order Thy Steps charges \$65.00 per toddler and \$75.00 per infant as an initial registration fee. This fee must be paid at the time the Day Care Contract is signed.

**\*\*\*Parents are responsible for childcare fees if the children are absent unless the child is sick or has been excused.**



## **PAST DUE PAYMENTS**

Parents must pay childcare fees on or before the First day of each day of each week. Payments may be made by debit, check or money order. If fees are not paid in full and on time, parents must pay a \$5.00 per day late fee.

## **RETURNED CHECK FEE**

The parent must pay a \$50.00 fee for all checks returned unpaid. If a check is returned unpaid, all future payments by the parent must be made in cash.

## **OVERTIME FEES**

Order Thy Steps will charge an overtime fee of \$1.00 per minute if a child is not picked up by the scheduled time. If a child is not picked up within 5 minutes of the scheduled time, the per minute late fee will start accruing from the scheduled pickup time. This overtime fee must be paid with the next scheduled payment.

## **COLLECTION FEES**

If any payment obligation is not paid when due, the parent is responsible for paying all costs of collection, including reasonable attorney fees, whether a lawsuit is started as part of the collection process.

## **TERMINATION OF CHILDCARE SERVICES**

Childcare may be terminated by the provider or the parent only by providing the other party with 4 weeks advance written notice.

Order Thy Steps retains the right to terminate a child's enrollment without notice for the following reasons:

- A child's behavior is destructive, uncontrollable, violent, or threatening to the other children or providers at the care facility. This determination is made in the sole discretion of the Provider.
- A parent's behavior is threatening or abusive to the other children or providers at the care facility.



- Childcare fees are 10 days or more delinquent.
- A child is absent for 10 days or more without reasonable explanation or payment from the parent.

All terminations of this type can be made effective immediately.

### **HOLIDAYS, VACATIONS, MISCELLANEOUS CLOSINGS**

Order Thy Steps will provide childcare on the following federal holidays: Columbus Day and Veterans Day, but no others. The childcare fees will be adjusted for the holidays during which Order Thy Steps facility is closed. In addition, Order Thy Steps will not provide childcare on the following days: MLK Day, Easter, Thanksgiving, Christmas, Fourth of July, Labor Day, Memorial Day. The childcare fees will be reduced proportionately for the days during which Order Thy Steps facility is closed.

The parent is responsible for arranging for alternate childcare for closings when the provider is attending training classes and for emergency closings due to severe weather. The childcare fees will be reduced proportionately for the days during which Order Thy Steps facility is closed.

The parent must provide Order Thy Steps with 2 months advance written notice of expected family vacations. The childcare fees will be adjusted for the time that a child does not attend because of a family vacation. If timely notice is provided, the parent is not required to pay childcare fees for the period of the family vacation.

### **PROGRAM ACTIVITIES**

Order Thy Steps will provide daily activities, toys, and materials appropriate for each child's age level to entertain the child as well as facilitate the child's physical, intellectual, social, and emotional development.

Toy weapons, such as guns or knives are absolutely prohibited. Order Thy Steps is not responsible for lost or broken toys brought from home.

Order Thy Steps will post a weekly activity chart that outlines the activities for the upcoming week.

At various times, Order Thy Steps may structure excursions, such as walks or bike rides with the children. The parent must sign a general release authorizing Order Thy Steps to engage in such activities with the child.



## **MEALS**

Mealtimes are as follows:

|                      |          |
|----------------------|----------|
| Breakfast:           | 8:30 am  |
| Mid-morning snack:   | 10:00 am |
| Lunch:               | 12:00 pm |
| Mid-afternoon snack: | 3:30 pm  |

These meals will be served by Order Thy Steps and are included in the childcare fees. Order Thy Steps will post a weekly menu for parents to review.

Parents are not to send gum or candy.

Order Thy Steps will provide meals for children with special dietary needs. The parent will be responsible for reimbursing Order Thy Steps for all extra costs involved with providing and preparing the special dietary meals.

All meals provided by Order Thy Steps will comply with the United States Department of Agriculture's nutritional guidelines.

## **INFANTS**

Infants will be fed either formula or breast milk, both of which are to be supplied by the parent. The parent is responsible for providing baby food for as long as that is necessary.

The parent should provide Order Thy Steps with information regarding feeding times and other feeding instructions.

Diapers are checked on a regular basis and changed whenever reasonably necessary. After the diaper is changed, the diaper-changing area will be sterilized, and the provider's hands washed. Parents should provide Order Thy Steps with any special instructions regarding the use of diaper-changing products, such as powder or ointment.

## **TOILET TRAINING**

Order Thy Steps will assist with toilet training. However, the parent should first initiate the training at home. When training has started, the parent must supply training pants, pull-ups, or underwear with rubber pants.



## **NAPS AND REST PERIODS**

Nap time is from 12:00 pm to 2:00 pm

## **SUPPLIES**

The parent is responsible for providing the following items to Order Thy Steps for the benefit of the child whenever reasonably requested by Order Thy Steps: diapers, wipes, ointments if used, special food diet items, change of clothing, blankets, sheets and blankets.

In addition, Order Thy Steps may request that the parent supply a specific item for the benefit of the child from time to time.

Order Thy Steps will be responsible for providing the following items: Wash cloths, soap, toys, books, games, educational learning materials and resources.

## **MEDICAL CARE INFORMATION**

The parent must provide Order Thy Steps with updated medical information regarding his or her child, such as information regarding the child's medical problems, immunizations, allergies, regular medications, physical handicaps, or restrictions on the child's physical activities. Information should also be provided as to whether the child has had measles, chicken pox, mumps, whooping cough, or any other contagious disease. This information should be provided to Order Thy Steps prior to the child's first day of care.

If a child becomes ill, Order Thy Steps will first try to reach the parent. If the parent cannot be reached, Order Thy Steps may contact the child's physician.

In case of a medical emergency, Order Thy Steps will obtain the necessary emergency medical care for the child, including but not limited to transportation to an emergency room. The parent will be responsible for all costs and expenses incurred in connection with any medical care provided to the child, including the cost of transportation.

## **SICK CHILD POLICY**

The goal of Order Thy Steps facility is to keep both the children and the caregivers healthy. Therefore, if a child exhibit any of the symptoms listed below, the child will not be allowed to



attend the childcare facility until the symptoms are no longer present or unless the parent has obtained a statement from the child's doctor that the child is not contagious. The final decision as to whether a child will be admitted to the childcare facility will be made in the sole discretion of the provider.

*This policy applies to the following symptoms:*

- a. Fever of 90 degrees F
- b. Persistent diarrhea
- c. Continuous coughing
- d. Irregular breathing
- e. unusual rashes
- f. Vomiting
- g. yellowish color to the eyes or skin
- h. Swallowing difficulty
- i. Discharge from eyes or ears
- j. Excessive drowsiness
- k. Lice
- l. Communicable diseases
- m. Earache

If a child exhibit any of these symptoms while present at the childcare facility, the parent will be notified and must immediately remove the child. The child may be isolated from the other children at the childcare facility until the parent arrives.

Order Thy Steps will notify the parent of any contagious diseases about which the provider has knowledge that a child may have been exposed to while at the childcare facility.

The parent is expected to inform Order Thy Steps of any illness or problem of a child that might affect other children at the childcare facility.

The parent is responsible to arrange for alternate care if the child is sick or is otherwise unable to attend the childcare facility. Childcare fees may be adjusted for the days that a sick child does not attend the childcare facility. If a physician's note is provided, childcare fees for the relevant day(s) will be waived for each full day that the child is absent.

Order Thy Steps will only administer prescription medication to a sick child. The parent must complete a medication consent form listing the type of medication, the dosage, the time of day it should be administered, and any side effects or special instructions. All medications must be in the original container with the child's name on it.



## **PARENTS CONCERN PROCEDURE**

If a Parent has a concern or disagreement concerning your child, they should:

Discuss the matter with the teacher and attempt to resolve the disagreement through an informal discussion. If there is a concern about financials, the parent should contact the office right-a-way. If there is no resolution to the problem, the parent/guardian should contact the Director. The Director will mediate the problem with all parties involved.

## **PARENTAL ACCESS**

Parents may visit the center unannounced and at any time that their child is in care. Any information requested by the parent concerning the operation of the academy or the care of the child will be provided to parents. The parent(s) will be provided daily communication (verbal/written) regarding the care of the child, especially with infants, toddlers, and nonverbal children.

## **EMERGENCIES**

Emergency telephone numbers are posted at each telephone. Emergency evacuation plans are posted at each exit. Periodically, the children will practice the evacuation plans.

In case of an emergency, Order Thy Steps will first try to reach the parent. If the parent cannot be reached, Order Thy Steps will then contact the child's emergency contact person(s) as listed in the Day Care Contract.

It is unavoidable that children will incur scratches and scrapes while playing. These minor injuries will be treated by Order Thy Steps with antiseptic and a bandage. Order Thy Steps will inform the parent of the minor injury and the treatment provided.



## CHILD DISCIPLINE

Order Thy Steps Learning Center staff members are not permitted to use any form of physical punishment, including spanking. Staff members may not single out a child for ridicule, threaten harm to the child or the child's family. They may not use harsh, demeaning, or abusive language in the presence of children. We use the following disciplinary techniques where they are age appropriate:

- Giving Choices
- Problem Solving
- Natural and Logical Consequences
- Ignoring
- Redirecting
- Time Out

Discipline does not mean punishment. Discipline is teaching a child how to be safe, how to behave on his/her own and how to know the difference between right and wrong. The staff will use praise and positive methods of discipline and guidance to encourage self-expression and self-direction of the children in the Center. The limits may be set at times to keep children from losing control or causing harm to themselves or others. Time Out is only one way to handle a situation and allows the child to regain control of his/her actions and feelings. Time away from the group will not exceed the following schedule. A timer will be used.

Toddlers 30 seconds to 2 minutes Preschoolers 3 to 5 minutes School-age 5 to 10 minutes

Positive ways to channel children's emotions and handling misbehavior include:

Redirect negative behavior to an acceptable activity by gently encouraging the child to change activities.

Ignore the behavior.

Help children understand consequences to behavior.

Limit choices.

Use humor.

Use the resources available at the Center or ask for assistance with specific situations you are uncomfortable handling.

Remember never to humiliate, frighten, or abuse a child. Respect their feelings and let them know whatever they are feeling is okay - but it is the way they express it that we want to help them control. Let the children know your feelings. Tell them you are not upset with them, but with their actions. Communicate with the children and model positive behaviors for them to imitate. Make sure what you are asking the children is appropriate for their developmental level. Make sure all classroom rules are clear and understood at their level.



Consult with parents since they know their child best. Emphasize the partnership between caregiver and parent to defuse a tense situation involving a problem with the child.

### **PICKUP OF A CHILD**

To ensure the safety of the children attending the childcare facility, Order Thy Steps has established the following procedures for the pickup of a child from his/her facility: Only the parent or individuals designated by the parent may pick up a child.

The parent must inform Order Thy Steps in advance if someone other than the parent will pick up the child. If the parent has not provided Order Thy Steps with such information, the child will not be released to the individual(s), and the parent will be notified.

### **FUTURE ENROLLMENT**

Payment of the registration fee will hold a childcare spot open. Order Thy Steps will not hold a childcare spot open unless the parent has signed the Day Care Contract, completed all required forms, and paid the registration fee. The registration fee is nonrefundable if enrollment is cancelled. Fees begin when contract is signed, not when parent bring child to facility for the first time.

### **DAY CARE CONTRACT**

The parent must review and sign the Day Care Contract prior to the child's first day of care.

### **CONFIDENTIALITY**

Order Thy Steps will keep files on each child confidential. All private information exchanged between the parent and the provider will remain confidential.

### **CHILD ABUSE AND NEGLECT**

Order Thy Steps will carry out his/her obligation to report all suspected cases of child abuse and/or neglect to the proper authorities.

### **CHILDCARE REGULATIONS**

Order Thy Steps operates in full compliance with all state and local childcare regulations.